



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Gina Papan, Chair *Victoria Fleming, Vice Chair*

Wednesday, March 13, 2024

9:40 AM

Board Room - 1st Floor

The Administration Committee is scheduled to meet at 9:40 a.m. or immediately following the 9:35 a.m. BATA Oversight Committee meeting.

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.

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/84569843419>

iPhone One-Tap US:

+13462487799,,84569843419# US (Houston)

+17193594580,,84569843419# US

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)

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Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/j/84569843419>

<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.

Clerk: Carsie Bonner

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,
Hillary Ronen, Sheng Thao**

Non-Voting Members: Dina El-Tawansy, Libby Schaaf

1. Call to Order / Roll Call / Confirm Quorum

A quorum of the Commission/Committee/Authority shall be a majority of its voting members (5).

2. Consent Calendar

- 2a.** [24-0214](#) Approval of Administration Committee Minutes of the February 14, 2024, Meeting.

Action: Committee Approval

Attachments: [2a 24-0214 2-14-2024 Administration Draft Minutes.pdf](#)

- 2b.** [24-0211](#) Contract Amendments- Pavement Management Technical Assistance Program (P-TAP) Round 25 (Cumulative Total -\$2,352,600):

- i. Adhara Systems, Inc., (\$370,000)
- ii. AMS Consulting, LLC, (\$361,000)
- iii. Bellecci & Associates, Inc., (\$20,000)
- iv. Capitol Asset & Pavement Services, Inc., (\$357,000)
- v. Harris & Associates, Inc., (\$387,000)
- vi. Michael Baker International, Inc., (\$100,000)
- vii. Nichols Consulting Engineers, CHTD, (\$383,600)
- viii. Pavement Engineering, Inc., (\$374,000)

Action: Committee Approval

Presenter: Sui Tan

Attachments: [2b 24-0211 Contract Amendment PTAP-25.pdf](#)

- 2c.** [24-0304](#) Contract - Business Insurance Broker, Consultation and Third-Party Insurance Certificate Management Services: USI Insurance Services.

Action: Committee Approval

Presenter: Gertruda Luermann

Attachments: [2c 24-0304 Contract Business Insurance Brokerage Consultation Services.](#)

3. Information

3a. [24-0213](#) Enterprise Resource Planning Program Update.

Update on the Enterprise Resource Planning (ERP) Program and review its draft preliminary Capital Budget.

Action: Information

Presenter: Nick Roethel and Derek Hansel

Attachments: [3a_24-0213_ERP_Program_Update.pdf](#)
[3a_24-0213_Attachment_A_ERP_Program_Update_Presentation.pdf](#)

4. Public Comment / Other Business

*Commissioners 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.*

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on April 10, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

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 #: 24-0214 **Version:** 1 **Name:**

Type: Minutes **Status:** Consent

File created: 1/25/2024 **In control:** Administration Committee

On agenda: 3/13/2024 **Final action:**

Title: Approval of Administration Committee Minutes of the February 14, 2024, Meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [2a 24-0214 2-14-2024 Administration Draft Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Approval of Administration Committee Minutes of the February 14, 2024, Meeting.

Recommended Action:
Committee Approval

Attachments: List any attachments.



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Gina Papan, Chair *Victoria Fleming, Vice Chair*

Wednesday, February 14, 2024

10:05 AM

Board Room - 1st Floor

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,
Hillary Ronen, Sheng Thao**

Non-Voting Members: Dina El-Tawansy, Libby Schaaf

Chair Papan call the meeting to order at 10:06 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 5 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Glover, Chair Papan and Commissioner Ronen

Absent: 3 - Commissioner Chavez, Commissioner Miley and Commissioner Thao

Non-voting member present: Commissioner Schaaf and Commissioner El-Tawansy

2. Consent Calendar

Upon the motion by Commissioner Ronen and seconded by Commissioner Glover, the consent calendar was unanimously approved by the following:

Aye: 5 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Glover, Chair Papan and Commissioner Ronen

Absent: 3 - Commissioner Chavez, Commissioner Miley and Commissioner Thao

2a. [24-0145](#) Approval of Administration Committee Minutes of the January 10, 2024, Meeting.

Action: Committee Approval

2b. [24-0124](#) MTC Investment Report for December 2023 (Unaudited).

Action: Informational

Presenter: Natalie Perkins

- 2c. [24-0129](#) Contract Amendment - 2021 Travel Diary Survey: Resource Systems Group (\$300,000).
Action: Committee Approval
Presenter: Shimon Israel
- 2d. [24-0172](#) Contract Amendment - Public Engagement Support: Kearns & West, Inc. (\$200,000).
Action: Committee Approval
Presenter: Leslie Lara-Enríquez
- 2e. [24-0261](#) Fiscal Year (FY) 2023-24 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited).
Action: Information
Presenter: Derek Hansel

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on March 13, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 24-0211 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 1/24/2024 **In control:** Administration Committee

On agenda: 3/13/2024 **Final action:**

Title: Contract Amendments- Pavement Management Technical Assistance Program (P-TAP) Round 25 (Cumulative Total -\$2,352,600):

- i. Adhara Systems, Inc., (\$370,000)
- ii. AMS Consulting, LLC, (\$361,000)
- iii. Bellecci & Associates, Inc., (\$20,000)
- iv. Capitol Asset & Pavement Services, Inc., (\$357,000)
- v. Harris & Associates, Inc., (\$387,000)
- vi. Michael Baker International, Inc., (\$100,000)
- vii. Nichols Consulting Engineers, CHTD, (\$383,600)
- viii. Pavement Engineering, Inc., (\$374,000)

Sponsors:

Indexes:

Code sections:

Attachments: [2b_24-0211_Contract_Amendment_PTAP-25.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract Amendments- Pavement Management Technical Assistance Program (P-TAP) Round 25 (Cumulative Total -\$2,352,600):

- i. Adhara Systems, Inc., (\$370,000)
- ii. AMS Consulting, LLC, (\$361,000)
- iii. Bellecci & Associates, Inc., (\$20,000)
- iv. Capitol Asset & Pavement Services, Inc., (\$357,000)
- v. Harris & Associates, Inc., (\$387,000)
- vi. Michael Baker International, Inc., (\$100,000)
- vii. Nichols Consulting Engineers, CHTD, (\$383,600)
- viii. Pavement Engineering, Inc., (\$374,000)

Presenter:

Sui Tan

Recommended Action:

Committee Approval

Attachments: List any attachments.

**Metropolitan Transportation Commission
Administration Committee**

March 13, 2024

Agenda Item 2b-24-0211

**Contract Amendments– Pavement Management Technical Assistance Program (P-TAP)
Round 25 (Cumulative Total -\$2,352,600): Adhara Systems, Inc., (\$370,000); AMS
Consulting, LLC, (\$361,000); Bellecci & Associates, Inc., (\$20,000); Capitol Asset &
Pavement Services, Inc., (\$357,000); Harris & Associates, Inc., (\$387,000); Michael Baker
International, Inc., (\$100,000); Nichols Consulting Engineers, CHTD, (\$383,600); and
Pavement Engineering, Inc., (\$374,000)**

Subject:

Authorization to negotiate and enter into contract amendments for a cumulative total of \$2,352,600 for P-TAP and to extend the contract terms by one additional year through April 30, 2025, with the following eight P-TAP consultants for the respective not to exceed amendment amount (NTE) listed below:

Consultant Name, Location	NTE Amendment Amount
Adhara Systems Inc., San Jose, CA	\$370,000
AMS Consulting, LLC, Pleasanton, CA	\$361,000
Bellecci & Associates, Inc., Pleasanton, CA	\$20,000
Capitol Asset & Pavement Services, Inc., Salem, OR	\$357,000
Harris & Associates, Inc., Concord, CA	\$387,000
Michael Baker International Inc., Oakland, CA	\$100,000
Nichols Consulting Engineers, CHTD, Richmond, CA	\$383,600
Pavement Engineering, Inc., San Luis Obispo, CA	\$374,000
Total Amendment Amount:	\$2,352,600

Background:

P-TAP provides Bay Area jurisdictions with assistance and expertise in implementing and maintaining a pavement management program. Projects eligible for funding include assistance with implementing and maintaining pavement management systems, and non-pavement asset management pilot projects. MTC has programmed over \$31 million in Federal Surface Transportation Block Grant Program (STP) funds during the last 24 rounds of P-TAP, which has

funded over 1,100 projects and assisted all Bay Area jurisdictions with their pavement management needs. Local jurisdictions provide the required 20% local contribution that is applied to the federal match and pays for a two-year StreetSaver[®] pavement management software subscription for the jurisdiction.

MTC retains these eight consultants to provide services to Bay Area agencies that apply for P-TAP assistance. Funds are allocated to individual projects, ranging from \$15,000 to \$100,000, based on the scope and amount requested by the jurisdiction. Projects are then assigned to P-TAP consultants based on each firm's expertise, prior experience with the jurisdiction, and past performance.

The firms listed above were qualified through a Request for Qualifications (RFQ) issued by MTC in 2020. In January 2021, this Committee authorized one-year contracts with these firms for \$2,552,000 in P-TAP Round 22, with options to extend in one-year increments for up to three additional years. Subsequently, MTC exercised two one-year options for \$1,764,000 and \$2,445,465 for P-TAP Rounds 23 and 24 respectively. On October 23, 2023, staff contacted all 109 Bay Area cities and counties to solicit project applications for P-TAP Round 25. Projects selected from Pavement Management System projects and Non-Pavement Asset Management pilot projects are based on the availability of funding and the scoring criteria established in the MTC P-TAP Program Guidelines (MTC Resolution 4078, Revised). This scoring criteria prioritizes jurisdictions that did not receive P-TAP funds in Round 24; jurisdictions requesting funds for Pavement Management System projects; small jurisdictions (those with few centerline miles); and jurisdictions with a lapsed or soon to be lapsed certification status.

For the current cycle, P-TAP Round 25 (FY 2023-24), the proposed contract amendments total \$2,352,600. Funding for the program is approximately \$2 million STP funds in the One Bay Area Grant 3 (OBAG 3) Program that is included in the Fiscal Year (FY) 2023-24 agency budget. The amendments are proposed in the not to exceed amounts listed above.

The eight P-TAP consultants and their subcontractors' small business and disadvantaged enterprise status are shown in Attachment A.

Next Steps:

Staff will amend the existing contracts by adding the approved additional NTE funds and exercising the option to extend by one year.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into contract amendments with the eight P-TAP consultants to extend each contract term through April 30, 2025 and to increase the not to exceed amount for each contract as shown above, with a cumulative not to exceed amount of \$2,352,600..

Attachments:

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



Andrew B. Fremier

Attachment A

Small Business and Disadvantaged Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	AMS Consulting, LLC	Pavement Management Project services	Yes	35907	No	
Prime Contractor	Adhara Systems, Inc.	Pavement Management Project Services	No		No	
Subcontractor	AMS Consulting, LLC	Pavement Management Project Services	Yes	35907	No	
Prime Contractor	Bellecci & Associates, Inc.	Non-Pavement Asset Management services	No		No	
Subcontractor	Geografika Consulting	Non-Pavement Asset Management services	Yes	35814	No	
Prime Contractor	Capitol Asset & Pavement Services, Inc.	Pavement Management Project Services	No		No	
Subcontractor	AMS Consulting, LLC	Pavement Management Project Services	Yes	35907	No	

Subcontractor	Lewis Engineering	Pavement Management Project Services	Yes	28890	No	
Prime Contractor	Harris & Associates, Inc.	Pavement Management Project Services	No		No	
Subcontractor	AMS Consulting, LLC	Pavement Management Project Services	Yes	35907	No	
Prime Contractor	Michael Baker International, Inc.	Non-Pavement Asset Management services	No		No	
Subcontractor	Chaudary and Associates	Non-Pavement Asset Management services	Yes	3110	No	
Prime Contractor	Nichols Consulting Engineers, CHTD	Pavement Management Project Services	No		No	
Subcontractor	AMS Consulting, LLC	Pavement Management Project Services	Yes	35907	No	
Prime Contractor	Pavement Engineering, Inc.	Pavement Management Project Services	No		No	
Subcontractor	Seeley Tech	Pavement Management Project Services	Yes	42884	No	

*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.: 1233

Consultants:

1. Adhara Systems, Inc., San Jose, CA (\$370,000)
2. AMS Consulting, LLC, Pleasanton, CA (\$361,000)
3. Bellecci & Associates, Inc., Concord, CA (\$20,000)
4. Capitol Asset & Pavement Services, Inc., Salem, OR (\$357,000)
5. Harris & Associates, Inc., Concord, CA (\$387,000)
6. Michael Baker International, Inc., Oakland, CA (\$100,000)
7. Nichols Consulting Engineers, CHTD, Richmond, CA (\$383,600)
8. Pavement Engineering, Inc., San Luis Obispo, CA (\$374,000)

Work Project Title: Pavement Management Technical Assistance Program (P-TAP), Round 25

Purpose of Project: To provide technical assistance in implementing P-TAP for jurisdictions in the San Francisco Bay Area.

Brief Scope of Work: Includes some or all the following: collecting pavement data, running Street Saver software, identifying budget impacts on pavement condition; providing plans, specifications, and estimates for constructing streets and roads; and assisting with non-pavement asset management.

Project Cost Not to Exceed: \$2,352,600 these amendments
 Previous approved contract amounts = \$6,761,465
 Total approved contract amounts based on this action = \$9,114,065
 Breakdown for each consultant:

Consultant	This amendment	Current contract amount before this amendment	Maximum contract amount after this amendment
Adhara Systems Inc.	\$370,000	\$954,100	\$1,324,100
AMS Consulting, LLC	\$361,000	\$941,365	\$1,302,365
Bellucci & Associates, Inc.	\$20,000	\$102,000	\$122,000

Capitol Asset & Pavement Services, Inc.	\$357,000	\$938,050	\$1,295,050
Harris & Associates, Inc.	\$387,000	\$951,650	\$1,338,650
Michael Baker International	\$100,000	\$85,000	\$185,000
Nichols Consulting Engineers, CHTD	\$383,600	\$1,860,150	\$2,243,750
Pavement Engineering, Inc.	\$374,000	\$929,150	\$1,303,150
Total	\$2,352,600	\$6,761,465	\$9,114,065

Funding Source: Federal Surface Transportation Block Grant Program (STP) funds and Local funds

Fiscal Impact: \$2,352,600 of the funding for this amendment is available in the FY 2023-24 agency budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with each of the firms listed above, in the respective amounts listed above, and to extend the term of each contract by one year to provide technical assistance in implementing P-TAP for jurisdictions in the San Francisco Bay Area as described above and in the Executive Director's memorandum dated March 13, 2024, and the Chief Financial Officer is directed to set aside funds in a cumulative amount of \$2,352,600 for such contract amendments.

Administration Committee:

Gina Papan, Chair

Approved: March 13, 2024



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 24-0304 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 2/14/2024 **In control:** Administration Committee

On agenda: 3/13/2024 **Final action:**

Title: Contract - Business Insurance Broker, Consultation and Third-Party Insurance Certificate Management Services: USI Insurance Services.

Sponsors:

Indexes:

Code sections:

Attachments: [2c 24-0304 Contract Business Insurance Brokerage Consultation Services.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Contract - Business Insurance Broker, Consultation and Third-Party Insurance Certificate Management Services: USI Insurance Services.

Presenter:
Gertruda Luermann

Recommended Action:
Committee Approval

Attachments: List any attachments.

Metropolitan Transportation Commission
Administration Committee

March 13, 2024

Agenda Item 2c-24-0304

**Contract – Business Insurance Broker, Consultation and Third-Party Insurance Certificate
Management Services: USI Insurance Services**

Subject:

Authorization to negotiate and enter into a contract with USI Insurance Services (USI) to provide business insurance brokerage and consulting services and third-party insurance certificate management services. USI is compensated for its services through commissions earned directly from the insurance carriers for policies secured by MTC or the agency staffed by MTC.

Background:

MTC, MTC SAFE, BATA, BAHA, BAIFA, BAHFA, ABAG and all ABAG entities (“Agencies”) purchase insurance coverage to protect their assets from liability and losses and other risk exposures. To that effect, the Agencies need the services and advice of an insurance broker to procure coverage at the most advantageous risk retention level for the most cost-effective pricing. Furthermore, the broker provides advice to the Agencies on a multitude of projects to evaluate the various risk exposures and how best to address those via risk transfer to third parties. Lastly, the broker assists with the management of our third-party insurance tracking process. USI has provided services to MTC since July 2014.

On November 16, 2023, MTC and ABAG issued a Request for Proposal (RFP) for business insurance brokerage services, consultation services and third-party insurance certificate management services (the “Project”). The RFP notice advertising the Project was sent to 3,824 firms and individuals. On the closing date of January 9, 2024, MTC received one proposal, which was evaluated by a panel of representatives from MTC.

The evaluation criteria included: 1) Experience in relevant insurance brokerage and consulting services, including public agency experience (30%); 2) Professional background/qualifications of staff (30%); 3) Service approach and responsiveness to clients (30%); and Cost effectiveness (10%). The MTC Small Business Enterprise (SBE) Program was also applied.

Based on the evaluation panel’s results, staff recommend USI as it outlined an approach that demonstrated a strong understanding of the needs of the Project. USI demonstrates 1) extensive experience serving local transit agencies; 2) a thorough understanding of the Agencies’ risk

profiles, including a robust risk transfer program for third-party contracting; 3) cost-conscious commission structure which includes services ranging from coverage renewals, claims advocacy, risk control with site inspections, and including comprehensive expert consultation on risk management and contracting at no fee to the Agencies; and 4) assistance with obtaining vendor compliance with the required insurance provisions.

USI will provide the services for the Project as requested in the RFP at no direct cost to the Agencies. Commission paid by each insurance carrier directly to USI (ranging from 13.5% - 17.5% of premiums) for the business insurance brokerage services as well expert risk consulting services and third-party insurance certificate management services. USI has provided these extensive consulting services at no direct fee to the Agencies.

USI is neither a small business nor a disadvantaged business enterprise and will not use subcontractors.

Issues:

None identified.

Recommendations:

Staff recommends that this Committee authorize the Executive Director, or his designated representative to negotiate and enter into a contract with USI on behalf of the Agencies for the period of January 1, 2024 through December 31, 2027, with the option to extend for three (3) additional years, at increments of MTC's choosing and to issue payment(s) to secure the appropriate business insurance policies at the annual renewal period as recommended by the selected broker, up to the amount set aside in the FY operating budget for insurance expenses.

Attachments:

- Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract for Business Insurance Broker, Consultation and Third-Party Insurance Certificate Management Services: USI Insurance Services (\$0)

Work Item No.: 1153

Consultant: USI Insurance Services, San Francisco, CA

Work Project Title: Business Insurance Broker

Purpose of Project: To provide business insurance broker, consultation, and third-party insurance certificate management services

Brief Scope of Work: To provide MTC, MTC SAFE, BATA, BAHA, BAIFA and BAHFA, ABAG and all ABAG entities with business insurance services, risk management consultation and third-party certificate management services

Project Cost Not to Exceed: Business Insurance Brokerage Services and Consulting Services: Commission paid by insurance carriers (est. at 13.5-17.5% of premiums)

Funding Source: MTC, MTC SAFE, BATA, BAHA, BAIFA, BAHFA, ABAG and all ABAG entities FY 2024-25 through FY 2027-28 Operating Budgets

Fiscal Impact: Funds are included in the FY 2024-25 budget subject to adoption. Future costs are subject to the adoption of subsequent annual operating budgets

Motion by Committee: 1) That the Executive Director or his designee is authorized to negotiate and enter into a contract with USI Insurance Services to provide brokerage, consulting and third-party certificate management services for a three-year period, with the option to extend for up to three (3) additional years as described above and in the Executive Director's memorandum dated March 13, 2024. 2) That the Executive Director, or his designee, is authorized to issue payment(s) to secure the appropriate business insurance policies at the annual renewal period as recommended by the selected broker, up to the amount set aside in the FY operating budget for insurance expenses.

Administration Committee:

Gina Papan, Chair

Approved:

February 14, 2024



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 24-0213 **Version:** 1 **Name:**

Type: Allocation **Status:** Informational

File created: 1/24/2024 **In control:** Administration Committee

On agenda: 3/13/2024 **Final action:**

Title: Enterprise Resource Planning Program Update.

Update on the Enterprise Resource Planning (ERP) Program and review its draft preliminary Capital Budget.

Sponsors:

Indexes:

Code sections:

Attachments: [3a 24-0213 ERP Program Update.pdf](#)
[3a 24-0213 Attachment A ERP Program Update Presentation.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Enterprise Resource Planning Program Update.

Update on the Enterprise Resource Planning (ERP) Program and review its draft preliminary Capital Budget.

Presenter:
Nick Roethel and Derek Hansel

Recommended Action:
Information

Attachments: List any attachments.

Metropolitan Transportation Commission
Administration Committee

March 13, 2024

Agenda Item 3a-24-0213

Enterprise Resource Planning (ERP) Program Update

Subject:

Update on the Enterprise Resource Planning (ERP) Program and review its draft preliminary Capital Budget.

Background:

An ERP System is software that integrates various business functions (such as Finance, HR, Contracts, Projects, Grants) into one complete system to streamline processes and information across the entire organization. MTC utilizes legacy software that provides basic financial management and human capital management (HCM) functions, while separate solutions are used for contracting and procurements, budget development, talent recruitment and benefits administration. MTC also performs some related functions through manual and spreadsheet processes, including grants management and project management.

Staff identified the need for an integrated ERP solution that would provide flexibility and agility to adapt to MTC's changing business needs. In September 2022, this Committee approved a Purchase Order (PO) contract with Plante Moran, PC for technical guidance and oversight for the long-term ERP implementation. This Committee also approved a PO Contract, in October 2023, with Slalom LLC for strategic advisory services and implementation support.

ERP Program staff and consultant teams have completed an initial stakeholder engagement and needs discovery process, developed change management strategies to support agency staff through the transition process, and identified potential resource needs throughout the project design and implementation. Due to the size of this information technology project, Risk Management is a key focus area for ERP Program staff. A risk management program has been implemented, which includes: a regularly updated RAID log - where Risks, Actions, Issues, and Decisions are tracked; weekly status reports; regular executive sponsor check-ins; and, a monthly meeting with the Steering Committee. Security is paramount and is a top consideration during the selection of the software vendor and the system integrator, as well as the implementation

work. Staff has completed the procurement process for the ERP software vendor and intends to come back to this Committee in June 2024 for approval of a contract with the recommended vendor - Oracle Corporation. Further, staff intends to also bring these additional contracts for approval in June 2024: 1) System Integrator (TBD) for implementation of the ERP solution; 2) Slalom Consulting for ongoing strategic advisory services and implementation support; and 3) other contracts needed to support staff augmentation.

Over the next several months, staff will procure the System Integrator, perform an analysis of business processes to determine any need for customizations within the ERP software, and continue to implement change management processes and engage stakeholders.

The cross-functional core project team includes MTC staff experts on project management, technology, security, user experience, stakeholder engagement, finance, human resources, contracts/procurement, and is supported by a broad stakeholder group representing the diverse roles and responsibilities across MTC. Derek Hansel, Chief Financial Officer, and Nick Roethel, Chief Operating Officer, oversee the project, with additional guidance provided by a steering committee of agency directors. Preliminary Draft ERP Capital Budget

The ERP implementation is expected to be phased over several years and will require significant funding for licensing, consulting, system integrator support, and staffing backfill to implement the preferred solution. The current budget for Fiscal Year (FY) 23/24 is \$2.2 million. Based upon staff's analysis, the following additional capital budget is proposed for FY 24/25 and FY 25/26 as shown in Table 1 below:

Table 1: PRELIMINARY DRAFT ERP CAPITAL BUDGET

(in thousands)

Description	CURRENT FY23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5 YEAR TOTAL FY 24/25 - 28/29
Capital Costs							
Strategy and Change Management Consulting	\$2,000	\$2,540	\$2,592	TBD			\$5,132
ERP Software and System Integrator	--	\$4,420	\$4,446	TBD			\$8,866
MTC Staff Backfill	\$183	\$1,653	\$1,723	TBD			\$3,376
Total Capital Costs	\$2,183	\$8,613	\$8,761	TBD			\$17,374
Transfer from Capital Reserve	\$2,183	\$8,613	\$8,761	TBD			\$17,374

The Draft Preliminary ERP Program Capital Budget for FY 24/25 and FY 25/26 is \$8.6M and \$8.8M, respectively. Staff costs consist of a combination of existing staff as well as seven new positions that will provide back-fill support and augment skills needed to support the ERP implementation and future operation of the ERP. Staff costs will increase between FY 24/25 and FY 25/26 to reflect the increased participation of staff resources based on the phased implementation approach. Consulting services of \$7.0 million for FY 24/25 and FY 25/26 include system integration services, ongoing strategic advisory and change management support and software licensing. The FY 26/27 budget will be determined once the System Integrator

begins work and provides more information on the proposed timing of additional project phases. It is anticipated the costs associated with FY 27/28 and FY 28/29 will be captured in the operating budget.

Recommendations:

Information item only.

Attachments:

- Attachment A: ERP Program Update and Preliminary Capital Budget Presentation

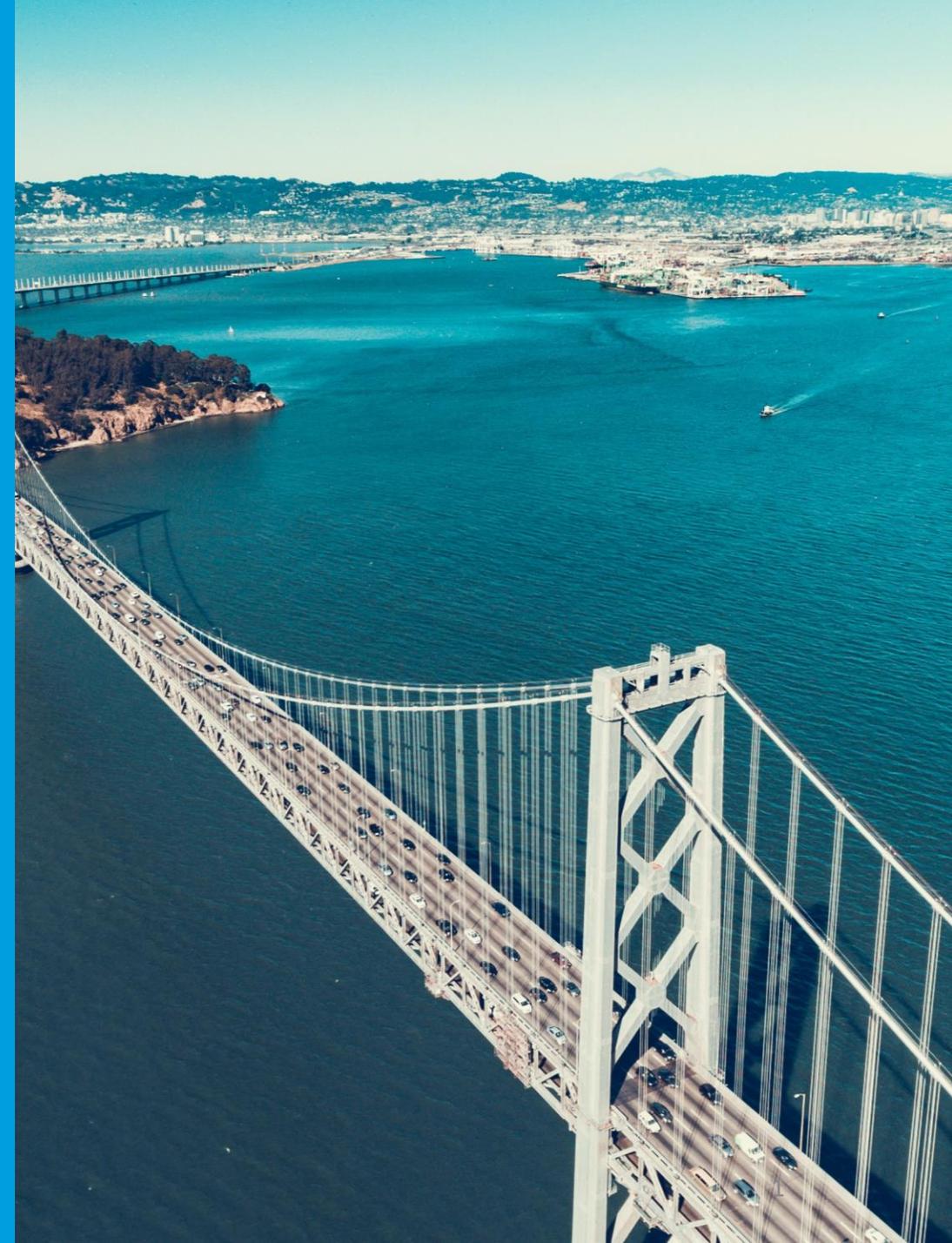
A handwritten signature in black ink that reads "Andrew B. Fremier". The signature is written in a cursive, flowing style.

Andrew B. Fremier

ERP Program Update

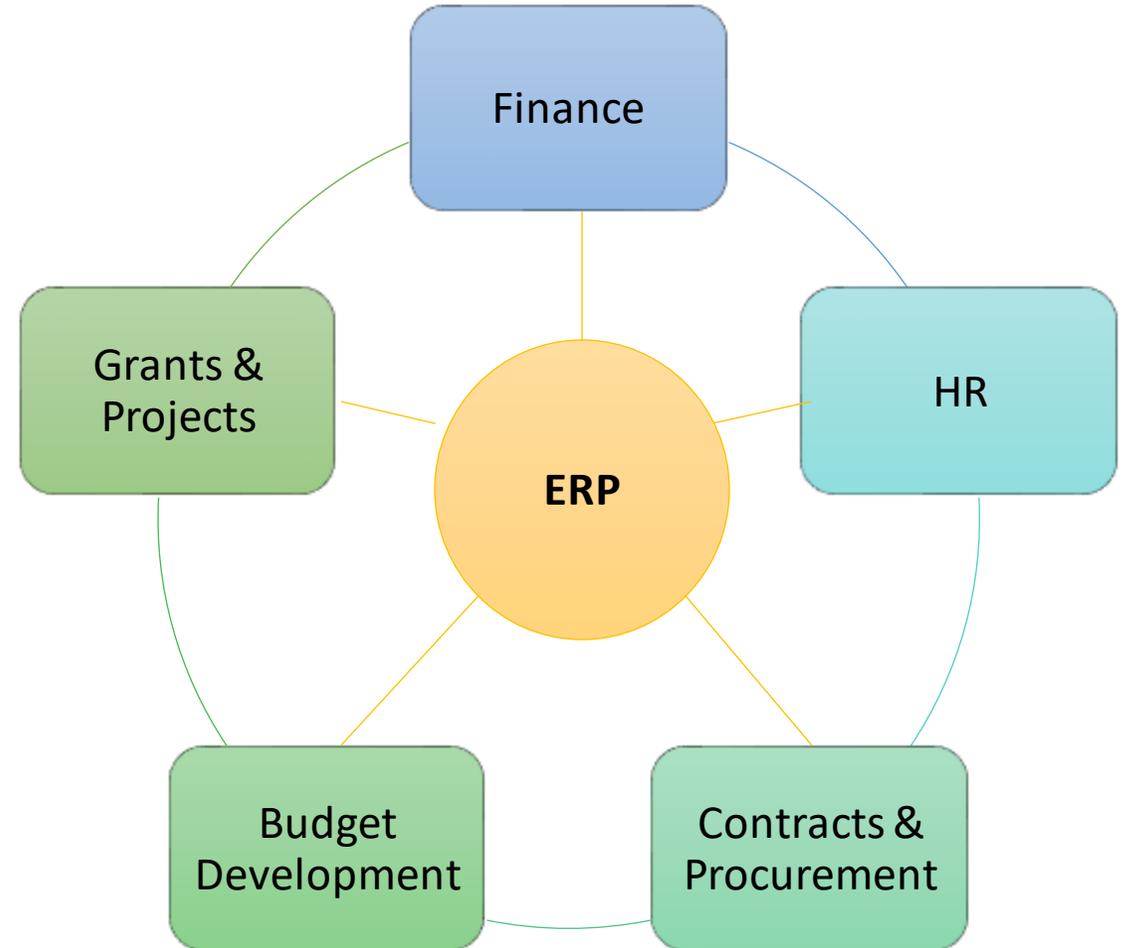
Administration Committee

March 13, 2024



What is an ERP?

- Enterprise Resource Planning (ERP) System -
 - Software that integrates various business functions into one complete system
- Central feature is a shared database
 - "Single source of truth"
Employees in different sections can rely on the same information



ERP Implementation: Approach

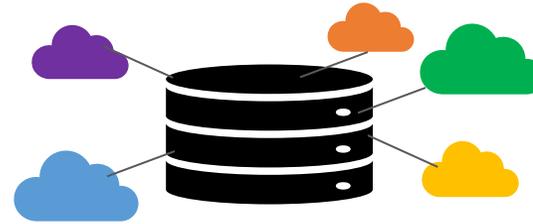
Where we're going

Current: Siloed applications



- Poor user experience
- Manual processes
- Productivity gaps

Future: Enterprise Resource Planning System



- Centralized and automated system
- Consistency and transparency in data
- Streamlined processes & agencywide focus

Program Objectives



Single source of truth



Increased control, transparency, & accountability = decreased risk

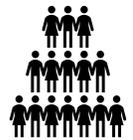


Cross-functional collaboration and decision-making



Adaptable to changing needs

How we get there



Program governance & management
Change Management & Communications
Data Strategy



Discovery



Business goals
Digital transformation vision



ERP Strategy



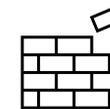
Transformation roadmap



Software & System Integrator Procurements



Phased Implementation



Organizational & data readiness
Quick wins
Incremental value

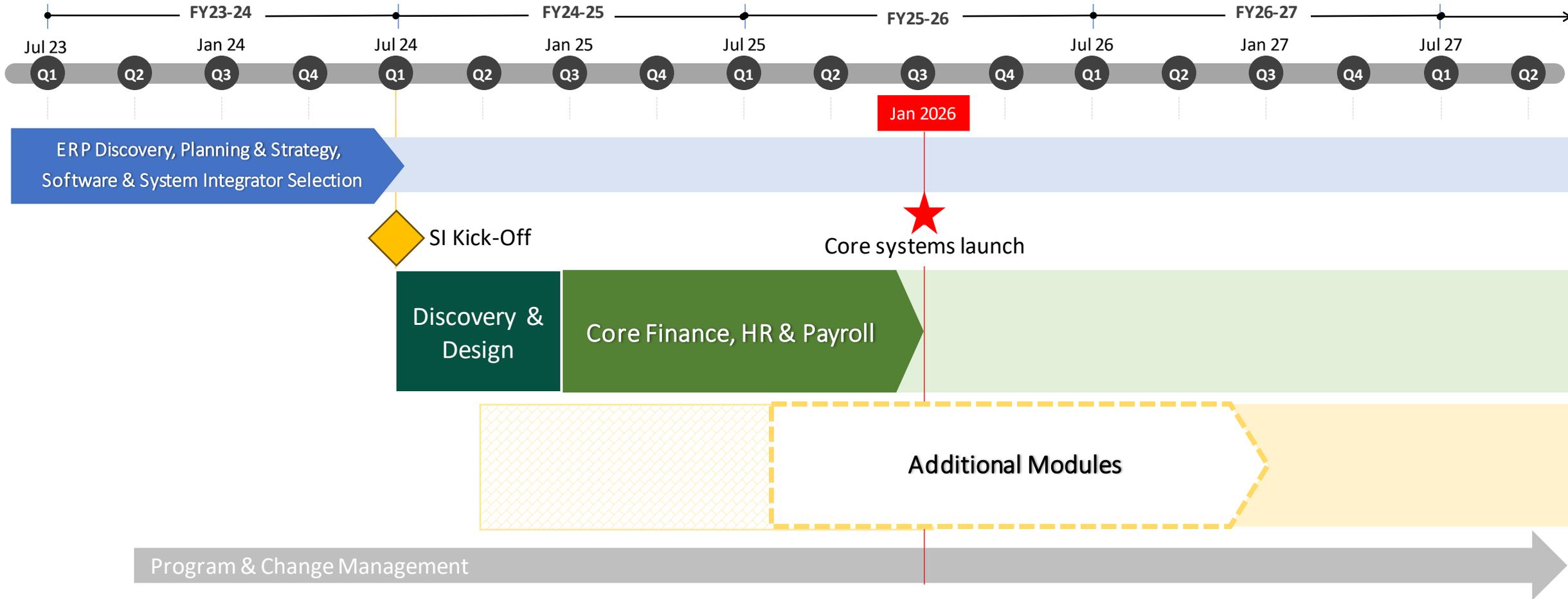


Operations & Enhancements



Manage, adapt, & innovate

Preliminary Multi-year Roadmap



Preliminary Draft ERP Capital Budget

(in thousands)

Description	CURRENT FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	5 YEAR TOTAL FY 24/25 - 28/29
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Questions?

