

**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 (BRTRTF) to guide the recovery of public transit. A sole source contract with CivicKnit for the facilitation of the COVID-19 Recovery Project and BRTRTF 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 BRTRTF and to support the implementation of the BRTRTF's recommendations (Transit Transformation Action Plan). In July 2021, the BRTRTF 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 BRTRTF 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: _____
Federal D. Glover, Chair

Approved: November 9, 2022