

**Bay Area Toll Authority
Oversight Committee**

June 14, 2023

Agenda Item 4g - 23-0739

Equity Action Plan Contract Actions:

- i. Contract Amendment – Davis & Associates Communications, Inc. (\$500,000); and**
 - ii. Contract Amendment – HNTB Corporation (\$500,000)**
-

Subject:

A request to approve a contract amendment with Davis & Associates Communications, Inc. (Davis & Associates) to conduct community engagement and a contract amendment with HNTB Corporation (HNTB) to support project management activities for the Equity Action Plan, subject to the approval of the FY 2023-24 BATA budget.

Background:

The Bay Area Toll Authority (BATA) launched its Bay Area Tolling Equity Action Plan in 2021. Changes have already been made to make it easier for people to pay violations by lowering penalty amounts. BATA also made it easier for cash and check customers to open and fund a FasTrak[®] account by eliminating cash payment network fees, reducing the amount cash and check payers must deposit to open a FasTrak[®] account, and reducing the toll tag deposit amount from \$25 to \$5. BATA is now implementing a low-income payment plan on behalf of the region and implementing a one-time BATA waiver. Both will launch July 1, 2023.

The Equity Action Plan is an ongoing process, and BATA intends to review and implement additional changes to level the playing field for all drivers. These will require community feedback about what would be most helpful and how changes could be implemented. BATA also will be conducting evaluation of the changes implemented to date. This includes comprehensive evaluation of the new payment plan.

Contract Actions:

Staff recommends that the BATA Oversight Committee authorize the Executive Director or his designated representative to enter into the following contract amendments to support further development of BATA's Equity Action Plan efforts:

- i. Contract Amendment - Bay Area Tolling Equity Action Community Engagement: Davis & Associates Communications, Inc. (\$500,000)**

Davis & Associates has supported BATA's Equity Action Plan for the past year by conducting community engagement to assist BATA with the deployment of the payment plan. This has included conducting surveys, targeted interviews and focus groups to gain an understanding about policy changes that could assist low-income drivers. Under the proposed contract amendment, Davis & Associates will continue to conduct community engagement to support the Bay Area Tolling Equity Action Plan. This contract is the result of a competitive procurement from the MTC Equity Bench and this Committee's approval of an award to Davis & Associates on June 8, 2022. The amendment would add a not to exceed amount of \$500,000 and extend operations through June 30, 2024. Based on their previous work on community engagement on the Equity Action Plan, they bring a great understanding of the goals of the plan and the tasks required to solicit and get feedback from the community. Davis & Associates is both a disadvantaged business enterprise and a small business enterprise. Attachment A includes a summary of the small business and disadvantaged business enterprise status of Davis & Associates and its subcontractors.

ii. Bay Area Tolling Equity Action Plan Project Management Support: HNTB Corporation (\$500,000)

Under the proposed contract amendment, HNTB would continue to provide project management support for the Bay Area Tolling Equity Action Plan. Under the contract for which this amendment is being requested, HNTB was selected as a direct selection from the 2020 Electronic Payments Consultant Assistant Bench. Selection for entry into a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to the terms of the solicitation governing the bench. In December 2021, this Committee approved a contract amendment with HNTB to extend the work being performed. This amendment would add a not to exceed amount of \$500,000 and extend HNTB support through June 30, 2024. Under the scope of work, HNTB provides support to the Bay Area Tolling Equity Action Plan project, conducting research as part of the policy assessment process and assistance with the preparation of Committee presentation materials and will be developing concepts of operations for future changes. This amendment will allow HNTB to continue its research and policy assessment work as well as develop presentation materials regarding the Equity Action

Plan. HNTB is neither a Disadvantaged Business Enterprise nor a Small Business Enterprise and has no subcontractors.

Issues:

None identified.

Recommendations:

- i. Staff recommends that this Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with Davis & Associates in an amount not to exceed \$500,000 to provide Bay Area Tolling Equity Action Plan community engagement as described herein, subject to the approval of the FY 2023-24 BATA budget.
- ii. Staff recommends that this Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with HNTB in an amount not to exceed \$500,000 to provide services as described herein, subject to the approval of the FY 2023-24 BATA budget.

Attachments:

- Attachment A: Davis & Associates Disadvantaged Business Enterprise and Small Business Enterprise Status
- Summary of Proposed Contract Amendment – Davis & Associates
- Summary of Proposed Contract Amendment – HNTB



Andrew B. Fremier

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	Davis & Associates Communications, Inc.	Project Lead	X	26344		X	1785923	
Subcontractor	Tamika L. Butler Consulting	Project Support			X			X
Subcontractor	Estolano Advisors	Project Support	X	42483		X	2002042	
Subcontractor	Better World Group	Project Support	X	46330		X	2017586	
Subcontractor	Fehr & Peers	Project Support			X			X

*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.: 1252

Consultant: Davis & Associates Communications, Inc.
San Francisco, CA

Work Project Title: Bay Area Tolling Equity Action Plan Community Engagement

Purpose of Project: Provide community engagement in support of the Bay Area Tolling Equity Action Plan

Brief Scope of Work: Contractor shall provide community engagement services

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

Total Contract value including amendments before this amendment is \$400,000

Total Contract amount with this amendment is \$900,000

Funding Source: BATA Operating Funds

Fiscal Impact: Funding to be included in the FY 2023-24 BATA Operating budget, subject to approval

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Davis & Associates Communications, Inc. for the services described above and in the Bay Area Toll Authority Oversight Committee Summary Sheet dated June 14, 2023 and that the Chief Financial Officer is authorized to set aside \$500,000 for such amendment, subject to the approval of the FY 2023-24 BATA budget.

Operations Committee: blank

blank Federal D. Glover, Chair

Approved: June 14, 2023

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1252

Consultant: HNTB Corporation.
San Francisco, CA

Work Project Title: Bay Area Tolling Equity Action Plan Project Management

Purpose of Project: Provide project management services in support of the Bay Area Tolling Equity Action Plan

Brief Scope of Work: Contractor shall provide project management support services

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

Total Contract value including amendments before this amendment is \$450,000

Total Contract amount with this amendment is \$950,000

Funding Source: BATA Operating Funds

Fiscal Impact: Funding to be included in the FY 2023-24 BATA Operating budget, subject to approval

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with HNTB Corporation for the services described above and in the Bay Area Toll Authority Oversight Committee Summary Sheet dated June 14, 2023 and that the Chief Financial Officer is authorized to set aside \$500,000 for such amendment, subject to the approval of the FY 2023-24 BATA budget.

Operations Committee: blank

blank Federal D. Glover, Chair

Approved: June 14, 2023