



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2f

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*Memorandum*

TO: Administration Committee

DATE: July 1, 2015

FR: Executive Director

W.I. 1611

RE: Contract Amendment – On Call Priority Development Area Technical and Staffing Assistance: M-Group (\$25,000)

This memorandum seeks Committee approval to enter into a contract amendment to complete a regional Priority Development Area (PDA) implementation priority project – Regional Forum Planning and Delivery – in an amount not to exceed \$25,000 with M-Group.


**Background**

At its April 9, 2014 meeting, this Committee approved a pre-qualified panel of consultants to provide on-call PDA technical and staffing assistance to local jurisdictions and MTC. At its May 28, 2014 meeting, the Commission approved the regional PDA Planning Program, which included PDA implementation studies and forums as a regional PDA implementation priority.

To assign the consultant to complete the regional forum planning and delivery project, a mini-procurement was held among the pre-qualified panel of consultants approved in April 2014. Staff received proposals from three firms: Fehr & Peers, Oakland; M-Group, Mountain View; and Urban Planning Partners, Oakland. Submittals were evaluated by MTC and ABAG staff based on 1) approach to the project, 2) team qualifications, knowledge, expertise and experience, 3) schedule and the team's ability to have qualified key staff available and 4) depth, qualifications and management of resources (budget) in relation to scope of work. M-Group was the highest-scoring firm and selected to complete the project based on the experience of the staff assigned to work on the project, as well as the firm's experience delivering similar projects. M-Group is neither a small business nor a disadvantaged business enterprise. Under authority delegated to him, the Executive Director entered into an \$85,000 contract with M-Group. This amendment is needed to provide funds for M-Group to complete the work scope.

**Recommendation**

Staff recommends this Committee authorize the Executive Director or his designee to enter into a contract amendment with M-Group to complete the regional forum planning and delivery project in an amount not to exceed \$25,000.

  
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Steve Heminger

SH:TT

REQUEST FOR COMMITTEE APPROVAL  
Summary of Proposed Contract Amendment

Work Item No.: 1611

Organization: M-Group, Mountain View, CA

Work Project Title: On-Call Priority Development Area (PDA) Technical and Staffing Assistance Projects

Purpose of Amendment: To plan and deliver up to four regional forums

Brief Scope of Work: The purpose of this project is to deliver regional forums on engaging topics relevant to the planning and implementation of the region's PDAs and PCAs, which serve as the framework behind Plan Bay Area. Possible topics of interest include financing strategies for infill development and infrastructure, planning for and implementation of Complete Streets, placemaking strategies for a walkable, active environment, etc.

Cost Not to Exceed: \$85,000 (Existing Agreement)  
\$25,000 (Amendment)  
Total: \$110,000

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$25,000 is included in the FY 2015-16 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with M-Group to complete the regional forum project as described above and in the Executive Director's Memorandum dated July 1, 2015, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$25,000 from the FY 2015-16 Agency Budget for this purpose.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: July 8, 2015