



METROPOLITAN  
TRANSPORTATION  
COMMISSION

**Agenda Item 2c**

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## *Memorandum*

TO: Operations Committee

DATE: July 7, 2017

FR: Executive Director

W.I. 1222

RE: Contract Amendment – Regional Carpool Program: WSP USA Inc. (\$570,000)

### **Summary**

This memorandum requests Committee approval for a contract amendment with WSP USA Inc. (WSP) to add funds to support the Bay Area Commuter Benefits Program through FY 2019-20 in an amount not to exceed \$570,000, subject to MTC budgets for future fiscal years.

### **Background**

In September 2016, following a competitive procurement process, this Committee approved a contract with WSP | Parsons Brinckerhoff (which has now re-branded itself as WSP, effective May 1, 2017), to operate the regional carpool program. At that time, staff indicated that the Request for Proposals had included an optional task to support the Commuter Benefits Program if extended by the state legislature, and that staff would return to seek Committee approval to provide such services. In late September, 2016, Governor Brown signed into law SB 1128 (Glazer), which, starting January 1, 2017, established permanency for the Bay Area Commuter Benefits Program, which has operated on a pilot basis since March 2014. The program requires employers with 50 or more full-time employees in the Bay Area to offer commuter benefits to their employees.

In its role as the regional carpool program contractor, WSP supports carpoolers during the launch of Bay Area Express Lanes, promotes carpooling and vanpooling along high-priority congested travel corridors, and encourages first/last mile carpool solutions to transit, consistent with the program's annual work plan. Under the proposed amendment, WSP will provide employer outreach and registration process support for the Bay Area Commuter Benefits Program, including: communicating with and supporting employers requiring registration assistance; maintaining and updating the employer registration database (including providing partner agencies with administrative access); working with MTC and the Bay Area Air Quality Management District to update program resource materials; and preparing program statistics and reports.

Attachment A includes a summary of WSP and its subcontractors' small business and disadvantaged business enterprise status.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with WSP to support the Bay Area Commuter Benefits Program through FY 2019-20 in an amount not to exceed \$570,000, subject to MTC budgets for future fiscal years.



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Steve Heminger

**Attachment:**

- Attachment A: WSP USA Inc. Team Small Business Enterprise and Disadvantaged Business Enterprise Status

SH:evw

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WSP Team  
Small Business Enterprise and  
Disadvantaged Business Enterprise Status

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	WSP USA Inc.	Program oversight and delivery			X			X
Subcontractor	Switchpoint Planning	Private sector carpool app partnerships implementation lead	X	39464				X
	Transportation Analytics	Evaluation and reporting	X	36177		X	42967	
	Media Beef	Software operations and maintenance	X	42265				X
	Convey	Graphics and production	X	38411		X	1367600	
	Accel Employment	Commuter benefit program support	X	31992		X	1237760	

\*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.: 1222

Contractor: WSP USA Inc.  
San Francisco, CA

Work Project Title: Regional Carpool Program

Purpose of Project: Support the Bay Area Commuter Benefits Program

Brief Scope of Work: Provide Commuter Benefits Program employer registration assistance; maintain and update the employer database; work with MTC and the Bay Area Air Quality Management District to update program documentation; and develop reports.

Project Cost Not to Exceed: \$570,000 (this amendment)  
Total Contract before this amendment: \$6,224,629  
Total Contract after this amendment: \$6,794,629

Funding Source: CMAQ  
STP  
TFCA

Fiscal Impact: \$185,000 is included in the MTC FY 2017-18 Budget.  
\$190,000 is subject to inclusion in the MTC FY 2018-19 Budget.  
\$195,000 is subject to inclusion in the MTC FY 2019-20 Budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with WSP USA Inc. for the Regional Carpool Program as described above and in the Executive Director's July 7, 2017 memorandum and the Chief Financial Officer is directed to set aside funds in the amount of \$570,000 for such contract amendment in the yearly amounts provided above, with future fiscal years subject to the approval of such future MTC budgets.

Operations Committee:

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Dave Cortese, Chair

Approved: Date: July 14, 2017