



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: July 3, 2018

FR: Executive Director

W. I. 1611

RE: Contract Amendments – On Call Priority Development Area Technical and Staffing Assistance:

i. Fehr & Peers (\$150,000)

iii. Placeworks (\$215,000)

ii. Nelson Nygaard Consulting Associates (\$300,000)

iv. Urban Planning Partners (\$200,000)

This memorandum seeks Committee approval to enter into contract amendments to complete Priority Development Area (PDA) technical and staffing assistance projects (listed in Attachment A), for a total of four contract amendments totaling \$865,000 with the firms listed above in the specified amounts.

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 through 2017 with an option to extend for two additional years. At its April 25, 2018 meeting, the Commission approved the seventh round of PDA planning grants, including PDA technical and staffing assistance projects, which are detailed in Attachment A. One of the consultants identified in Attachment A, Urban Planning Partners is a disadvantaged business enterprise. The three other consultants—Fehr & Peers, Nelson Nygaard Consulting Associates, and Placeworks—are neither a small business nor a disadvantaged business enterprise, and do not currently have subcontractors. Attachment B includes a summary of Urban Planning Partners' disadvantaged business enterprise status.

PDA Technical and Staffing Assistance

Following the April 25, 2018 Commission approval, staff assigned PDA technical and staffing assistance projects to the pre-qualified consultants approved in April 2014. To assign recommended consultants to the awarded projects, MTC/ABAG staff evaluated the expertise, experience and availability of consultant teams relative to the project descriptions in successful applications. All recommendations were made in consultation with local jurisdiction staff.

Recommendation

Staff recommends this Committee authorize the Executive Director or his designee to enter into contract amendments to complete PDA technical and staffing assistance projects (listed in Attachment A), for a total of four contract amendments in the following not to exceed amounts—Fehr & Peers, \$150,000; Nelson Nygaard Consulting Associates, \$300,000; Placeworks, \$215,000; and Urban Planning Partners, \$200,000—totaling \$865,000.


Steve Heminger

SH:ms

Attachment

Attachment A
Recommended On-Call PDA Technical and Staffing Assistance Consultant Awards

<i>Jurisdiction</i>	<i>Project</i>	<i>Recommended On-Call Consultant</i>	<i>Award Amount</i>
Belmont	Create a transportation demand management program of policies, strategies, monitoring criteria and an administration plan	Placeworks	\$65,000
Concord	Development of VMT-based Transportation Impact Standards for CEQA purposes	Fehr & Peers	\$150,000
Fremont	Conversion of LOS to VMT transportation analysis for CEQA purposes	Nelson Nygaard	\$150,000
Hayward	Establish methodology, thresholds and procedures for analysis of land use and planning documents for compliance with SB 743	Nelson Nygaard	\$150,000
Lafayette	Implement the updated Lafayette Parking Ordinance and strategies	Placeworks	\$150,000
San Jose	Update citywide design guidelines for transit-oriented residential and commercial development	Urban Planning Partners	\$200,000
		TOTAL	\$865,000

Attachment B

		DBE* Firm			SBE** Firm		
Firm Name		Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Urban Planning Partners	X	39685				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.: 1611

Organization: Fehr & Peers, Oakland, CA

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

Purpose of Amendment: To complete a PDA staffing assistance project for a local jurisdiction and the region that helps advance implementation of Plan Bay Area.

Brief Scope of Work: Development of VMT-based Transportation Impact Standards for CEQA purposes (Concord).

Cost Not to Exceed: \$150,000 (this amendment)
Total Contract before this amendment: \$666,300
Total Authorized Contract after this amendment: \$816,300

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$150,000 is included in the FY 2018-2019 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Fehr & Peers to complete the PDA staffing assistance project described above and in the Executive Director's Memoranda dated April 6, 2018 and July 3, 2018, and that the Chief Financial Officer is authorized to set aside funds (\$150,000) from the FY 2018-19 Agency Budget for this purpose.

Administration Committee: _____
Federal Glover, Chair

Approved: Date: July 11, 2018

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1611

Organization: Placeworks, Berkeley, CA

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

Purpose of Amendment: To complete PDA technical and staffing assistance projects for local jurisdictions and the region that help advance implementation of Plan Bay Area.

Brief Scope of Work: Create a transportation demand management program of policies, strategies, monitoring criteria and an administration plan (Belmont); and implement the updated Lafayette Parking Ordinance and strategies (Lafayette).

Cost Not to Exceed: \$215,000 (this amendment)
Total Contract before this amendment: \$184,956
Total Authorized Contract after this amendment: \$399,956

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$215,000 is included in the FY 2018-2019 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Placeworks in to complete various PDA technical and staffing assistance projects as described above and in the Executive Director's Memoranda dated April 6, 2018 and July 3, 2018, and that the Chief Financial Officer is authorized to set aside funds (\$215,000) from the FY 2018-19 Agency Budget for this purpose.

Administration Committee: _____
Federal Glover, Chair

Approved: Date: July 11, 2018

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1611

Organization: Nelson Nygaard Consulting Associates, San Francisco, CA

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

Purpose of Amendment: To complete PDA staffing assistance projects for local jurisdictions and the region that help advance implementation of Plan Bay Area.

Brief Scope of Work: Conversion of LOS to VMT transportation analysis for CEQA purposes (Fremont); and establish methodology, thresholds and procedures for analysis of land use and planning documents for compliance with SB 743 (Hayward)

Cost Not to Exceed: \$300,000 (this amendment)
Total Contract before this amendment: \$1,265,000
Total Authorized Contract after this amendment: \$1,565,000

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$300,000 is included in the FY 2018-2019 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Nelson Nygaard Consulting Associates to complete various PDA technical and staffing assistance projects as described above and in the Executive Director's Memoranda dated April 6, 2018 and July 3, 2018, and that the Chief Financial Officer is authorized to set aside funds (\$300,000) from the FY 2018-19 Agency Budget for this purpose.

Administration Committee: _____
Federal Glover, Chair

Approved: Date: July 11, 2018

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1611

Organization: Urban Planning Partners, Oakland, CA

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

Purpose of Amendment: To complete a PDA staffing assistance project for a local jurisdiction and the region that helps advance implementation of Plan Bay Area.

Brief Scope of Work: Update citywide design guidelines for transit-oriented residential and commercial development (San Jose).

Cost Not to Exceed: \$200,000 (this amendment)
Total Contract before this amendment: \$125,000
Total Authorized Contract after this amendment: \$325,000

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$200,000 is included in the FY 2018-2019 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Urban Planning Partners to complete a PDA staffing assistance project as described above and in the Executive Director's Memoranda dated April 6, 2018 and July 3, 2018, and that the Chief Financial Officer is authorized to set aside funds (\$200,000) from the FY 2018-19 Agency Budget for this purpose.

Administration Committee: _____
Federal Glover, Chair

Approved: Date: July 11, 2018