



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## Memorandum

TO: Administration Committee

DATE: January 2, 2019

FR: Deputy Executive Director, Operations

W. I. 1611

RE: Contract Amendment – Priority Development Area (PDA) Technical and Staffing Assistance: Urban Planning Partners (\$200,000)

This memorandum seeks Committee approval to enter into a contract amendment in the amount of \$200,000 with Urban Planning Partners to complete a Priority Development Area (PDA) staffing assistance project, *Oakland Innovative Construction Initiative*.

### **Background**

At its April 9, 2014 meeting, after a competitive procurement, 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. Among these selected consultants is Urban Planning Partners. At its April 25, 2018 meeting, the Commission approved the seventh round of PDA planning grants. Urban Planning Partners was selected to complete the *Oakland Innovative Construction Initiative*, as described in Attachment A.

Attachment B includes a summary of Urban Planning Partners' small business and disadvantaged business enterprise status.

### **PDA Technical and Staffing Assistance**

Following a competitive procurement process involving firms on the on-call PDA technical and staffing assistance bench, Urban Planning Partners was selected in consultation with City of Oakland staff to complete two of the staffing assistance projects approved on April 25, 2018—*Oakland Accessory Dwelling Unit Initiative* and *Oakland Innovative Construction*. This amendment would provide funding for the *Oakland Innovative Construction Initiative* in an amount not to exceed \$200,000. Specifically, the consultant will examine existing barriers to using innovative construction techniques, identify and execute solutions to overcome those barriers, and conduct a campaign to promote these construction methods involving the development and construction industry and City staff. If necessary, regulatory reforms and streamlined permitting and inspection processes will be adopted and implemented.

### **Recommendation**

Staff recommends this Committee authorize the Executive Director or his designee to enter into a contract amendment with Urban Planning Partners to complete a PDA staffing assistance project, *Oakland Innovative Construction Initiative*, for a total not to exceed amount of \$200,000.

Andrew B. Fremier

SH:ms

Attachment

**Attachment A**

**Recommended On-Call PDA Technical and Staffing Assistance Consultant Awards**

<i><b>Jurisdiction</b></i>	<i><b>Project</b></i>	<i><b>Recommended On-Call Consultant</b></i>	<i><b>Award Amount</b></i>
Oakland	Create a transportation demand management program of policies, strategies, monitoring criteria and an administration plan  \$525,000	Urban Planning Partners	<b>\$200,000</b>
		<b>TOTAL</b>	<b>\$200,000</b>

## 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: 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: Support the City of Oakland in completing an initiative to investigate potential forms of innovative construction supportive of the City's housing objectives, and to update its development standards appropriately.

Cost Not to Exceed: \$200,000 (this amendment)  
Total Contract before this amendment: \$525,000  
Total Authorized Contract after this amendment: \$725,000

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 Deputy Executive Director's Memorandum dated January 2, 2019 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: January 9, 2019