

**Metropolitan Transportation Commission
Operations Committee**

July 12, 2019

Agenda Item 4d

**Contract Approval – Napa Valley Forward:
Program Administrator for Commute Management Platform:
Steer Davies & Gleave Inc. (\$300,000)**

Subject: Contract to assist MTC in the administration of a commute management platform for Napa Valley Forward.

Background: The Metropolitan Transportation Commission (MTC), Napa Valley Industry Leaders (Industry Leaders), and the Napa Valley Transportation Authority (NVTa) are interested in addressing persistent traffic congestion on Highway 29. In January 2018, a workshop was held to review recently collected traffic data and to discuss potential demand management strategies that would more effectively move Napa Valley's workforce. One such strategy included implementing a commute management technology platform that would enable employers to offer commute options, administer incentives, as well as collect, monitor, and assess data on employee travel behavior. The commute management technology platform is intended to encourage employees to shift modes via carpool, vanpool, transit, bike and walk.

On June 7, 2019, MTC issued a Request for Proposal (RFP) to pre-qualified firms from the On-Call Transportation Engineering and Planning Services Bench under Service Category B: Travel Demand Management. On June 21, 2019, two proposals were received, one from Steer Davies & Gleave Inc. and one from Mott MacDonald. MTC staff reviewed the proposals considering four factors:

1. Qualifications and specific experience of the team and key personnel to complete work
2. Approach to completing the work
3. Cost effectiveness
4. Written and oral presentation

Upon reviewing the proposals, MTC staff recommends the selection of Steer Davies & Gleave Inc. The Steer Davies & Gleave team demonstrated a superior understanding of the project and provided a comprehensive and cost-effective work plan to complete the project. The team is also better qualified with experience in working on similar projects and commute management technology platforms, and facilitating the formation of carpools and vanpools.

The table below provides the final ranking based upon panel evaluations:

Consultant	Ranking
1) Steer Davies & Gleave Inc.	1
2) Mott MacDonald	2

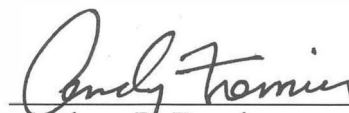
Under the proposed contract, Steer Davies & Gleave Inc. will provide technical assistance in the implementation and administration of the commute management technology platform for a pilot period of two years. Steer Davies & Gleave Inc. will also collect, monitor, and analyze data associated with changes in employee travel behavior as well as develop a post-pilot transition plan to transition the program administration onto the participating employers.

Attachment A includes a summary of Steer Davies & Gleave Inc. and its subcontractor's small business and disadvantaged business enterprise status.

Issues: None identified.

Recommendation: Staff recommends that the Committee authorize the Executive Director or her designee to negotiate and enter into a contract with Steer Davies & Gleave Inc. to assist MTC in implementing and administering a commute management platform in an amount not to exceed \$300,000.

Attachments: Attachment A: Contractor and Subcontractor DBE and SBE Status



Andrew B. Fremier

		DBE* Firm			SBE** Firm		
		Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Steer Davies & Gleave Inc.			X			X
	AIM Consulting	X	35954		X	44639	
Subcontractor							
Subcontractor							

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1237
Consultant:	Steer Davies & Gleave Inc. Los Angeles, CA
Work Project Title:	Napa Valley Forward: Commute Technology Platform Program Administrator
Purpose of Project:	To assist MTC in implementing and administrating a commute management platform for a pilot period of two years.
Brief Scope of Work:	Implement and administer a commute management technology platform. Administer incentives associated with commute management program. Collect, monitor, and analyze data associated with changes in employee travel behavior. Develop post-pilot transition plan to transition program administration to participating employers.
Project Cost Not to Exceed:	\$300,000
Funding Source:	STP
Fiscal Impact:	Funding is included in the FY 2019-20 MTC Budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Steer Davies & Gleave Inc. to implement and administer a commute management platform, as described above and in the Executive Director's Summary Sheet dated July 12, 2019, and that the Chief Financial Officer is directed to set aside funds in an amount not to exceed \$300,000 for such contract.
Operations Committee:	<hr/> Dave Cortese, Chair
Approved:	July 12, 2019