

**Metropolitan Transportation Commission  
Administration Committee**

**July 10, 2019**

**Agenda Item 2e**

**Contract Amendment- Bay Area Bike to Work Day Program Implementation: Silicon  
Valley Bicycle Coalition (\$600,000)**

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- Subject:** Staff requests Committee approval to enter into a contract amendment in an amount not to exceed \$600,000 (\$200,000 per year) with the Silicon Valley Bicycle Coalition (SVBC) for the Bay Area Bike to Work Day Program.
- Background:** The Bay Area's Bike to Work Day is the region's premiere cycling event, and plays a key role in increasing awareness of multi-modal options for Bay Area travelers. On December 14, 2016 after a competitive procurement process, this Committee approved a three-year contract with SVBC, with the ability to extend the period of performance for up to three years. The initial contract was for a total of \$620,000. The proposed amendment would extend the contract for an additional three-year period to coordinate, promote, and implement Bike to Work Day activities for 2020, 2021 and 2022, subject to budgetary approval.
- Attachment A includes a summary of the Silicon Valley Bicycle Coalition's and its subcontractors' small business and disadvantaged business enterprise status.
- Issues:** None
- Recommendation:** Staff recommends that the Committee authorize the Executive Director or designee to enter into 3-year contract amendment with the Silicon Valley Bicycle Coalition in an amount not to exceed a total of \$600,000, with \$200,000 allocated in each of those years to implement the Bike to Work Day Program, subject to the approval of MTC's FY 2019-20 through FY 2021-22 budgets.
- Attachments:** Attachment A: Contractor DBE and SBE Status  
Request for Committee Approval – Summary of Proposed Contract Amendment



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Therese W. McMillan

### Attachment A

		DBE* Firm			SBE** Firm			
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Silicon Valley Bicycle Coalition	Project Management Coordination			X			X
Subcontractor	Hallie Barron Consulting	Project Management support with an emphasis on communication	X	44107				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.:	1112
Consultant:	Silicon Valley Bicycle Coalition San Jose, CA
Work Project Title:	Bay Area Bike to Work Implementation
Purpose of Project:	Implement Bike to Work Day events and related Bike to Work Month activities.
Brief Scope of Work:	Coordinate, promote and implement Bike to Work activities for 2020, 2021 and 2022.
Project Cost Not to Exceed:	\$600,000 this amendment Previous approved agreement = \$620,000 Total approved contract amount based on this action = \$1,220,000
Funding Source:	CMAQ
Fiscal Impact:	Funds for this amendment are available in the FY 2019-20 agency budget for Bike to Work 2020, subject to approval; future funding for Bike to Work Day 2021 and 2022 is subject to approval of the FY 2020-21 and FY 2021-22 agency budgets.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Silicon Valley Bicycle Coalition (SVBC) to implement Bike to Work Day as described above and in the Administration Committee Summary Sheet dated July 10, 2019 and that the Chief Financial Officer is authorized to set aside \$600,000 for such amendment, in an amount of \$200,000 per fiscal year in FY 2019-20, FY 2020-21, and FY 2021-22, with future funds subject to approval of agency budgets.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 10, 2019