

Metropolitan Transportation Commission Administration Committee

September 9, 2020

Agenda Item 2f - 20-1175

Contract Amendment - COVID-19 Recovery Facilitation Project/Blue Ribbon Transit Recovery Task Force: CivicKnit (\$100,000)

Subject: Staff requests Committee approval of this amendment to the Professional Services Agreement with CivicKnit for the COVID-19 Recovery Facilitation Project, increasing the maximum payment from \$100,000 to \$200,000.

Background: The contract with CivicKnit for the facilitation of the COVID-19 Recovery Project and the Blue Ribbon Transit Recovery Task Force (TRTF) was executed as the result of a sole-source procurement on May 1, 2020 in the maximum amount of \$100,000.

CivicKnit is responsible for the administration and facilitation of the TRTF. This includes developing a scope of work for the project, participation in regular calls with MTC staff and the TRTF chair, and interviewing TRTF members before and after meetings to develop information intended to improve meeting efficiency and expedite decision making. CivicKnit will also review any policy proposals, technical and legislative information, and other information and literature deemed relevant. CivicKnit may be requested to attend other meetings and events to observe and participate in communicating project information, as necessary. MTC may also request additional services related to the project as the recovery effort progresses.


CivicKnit is neither a small business nor a disadvantaged business enterprise and has no subcontractors.

The proposed contract amendment would increase the maximum payment by \$100,000 to \$200,000, such that CivicKnit can continue work on the project.

Issues: None.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to enter into a contract amendment with CivicKnit in an amount not to exceed \$100,000, for a total not-to-exceed amount of \$200,000 to fund continued facilitation of the COVID-19 Recovery Facilitation Project and the Blue Ribbon Transit Recovery Task Force, subject to the approval of the annual budget.

Attachments: Request for Committee Approval


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1111
Consultant:	CivicKnit Forest Knolls, CA
Work Project Title:	COVID-19 Recovery Facilitation Project
Purpose of Project:	To support and guide the Blue Ribbon Transit Recovery Task Force (TRTF) towards developing a Bay Area Public Transit Transformation Action Plan that will be presented to the Commission for consideration and possible adoption. The Plan should identify actions needed to re-shape the region's transit system into a more connected, more efficient, and more user-focused mobility network across the entire Bay Area and beyond.
Brief Scope of Work:	Civic Knit is responsible for the COVID-19 Recovery Facilitation project, including project administration, review of transit service change information review, conducting of TRTF member interviews and facilitation of the TRTF meetings. As requested by the MTC project manager, CivicKnit may attend or participate in additional related meetings.
Project Cost Not to Exceed:	This amendment: \$100,000 Current contract amount before this amendment: \$100,000 Maximum contract amount after this amendment: \$200,000
Funding Source:	General Funds
Fiscal Impact:	\$100,000 is included in the FY 2020-21 Agency Budget
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with CivicKnit for the continued facilitation of the COVID-19 Recovery Facilitation Project and the Blue Ribbon Transit Recovery Task Force as described above and in the Administration Committee Summary Sheet dated September 9, 2020 and the Chief Financial Officer is authorized to set aside \$100,000 for such contract amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	September 9, 2020