

Metropolitan Transportation Commission Administration Committee

April 14, 2021

Agenda Item 2e - 21-0526

Consultant Bench: 2020 Equity Consultant - Cycle 1

(Arup Americas, Inc. dba Arup North America Ltd.; Marcus Griwsold dba Calm Waters Group LLC; causeIMPACTS LLC; Center for Neighborhood Technology; CivicMakers, LLC; Contigo Communications Corp.; Colette M. Luckie dba Cornerstone Consulting HR; Cooperative Personnel Services dba CPS HR Consulting; Davis & Associates Communications, Inc.; Eastern Research Group Inc.; Ana Lugo Bedolla dba Equity First Consulting; Exygy, Inc.; Guidehouse Inc.; HR&A Advisors, Inc.; ICF Incorporated, L.L.C.; Kimley-Horn and Associates, Inc.; Lowe Consulting Group, Inc.; Christopher Jerome Lepe dba Mariposa Planning Solutions; Nelson\Nygaard Consulting Associates, Inc.; Melanie Nutter dba Nutter Consulting, LLC; RSCA Corporation dba Redwood Resources; Reflex Design Collective, LLC; Tiasia O'Brien dba Seam Social Labs, Inc.; Diane Burbie dba The Aspire Group; The Mark USA, Inc.; Urban Habitat Program; WSP USA Inc.)

Subject: This memorandum requests approval of a correction to the March 10, 2021 award of the 2020 Equity Consultant Assistance Bench to establish a pre-qualified list of consultants to provide as-needed equity consulting services through June 30, 2025, with an option to extend for an additional two (2) years through June 30, 2027 (“Bench”). Staff requests approval to correct an inadvertent error in Attachment A, Service Category C: Community and Partner Engagement to reflect award to Contigo Communications Corp. and Nelson\Nygaard Consulting Associates, Inc., and non-award to Kimley-Horn and Associates, Inc.

Background: After the March 10, 2021, Administration Committee meeting staff discovered an inadvertent error in the original memo for the award of the 2020 Equity Consultant Assistance Bench. The memo should have indicated in Attachment A, Service Category C: Community and Partner Engagement the following:

- Contigo Communications Corp. should have been designated for award with a “1” to indicate award;
- Nelson\Nygaard Consulting Associates, Inc. should have been designated for award with a “1” to indicate award; and
- Kimley-Horn and Associates, Inc. should have been designated for non-award with a “0” to indicate non-award.

Staff requests approval to contract with the revised list of firms recommended for award as indicated in the revised Attachment A: List of Pre-Qualified Panel of Consultants for the 2020 Equity Consultant Bench – List of Firms and Service Categories, attached hereto.

Any firms approved in Cycle 1 will be eligible for work throughout the approved term of the Equity Bench. Selection for entry into a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC’s Third-Party


Contracting Policies and Procedures. Additional firms may be added to the Equity Bench in response to re-issuance of the RFQ in later cycles. Contract periods of performance and amounts will be determined on a per-contract basis based on the project solicited to the Equity Bench. Staff will return to the Administration Committee for authorization of any contracts exceeding the Executive Director's signature authority.

Cooperative use language included in the RFQ allows other public entities to utilize firms on the Equity Bench for their own equity projects and programs.

Issues: None

Recommendation: Staff recommends that the Administration Committee approve the pre-qualified consultants identified in revised Attachment A for the Equity Bench to provide equity consultant assistance services in the specified categories on an as-needed basis, for a period through June 30, 2025, with an option to extend through June 30, 2027.

Attachments: Attachment A: List of Pre-Qualified Panel of Consultants for the 2020 Equity Consultant Bench – List of Firms and Service Categories
Attachment B: Disadvantaged Business Enterprise and Small Business Enterprise Status


Therese W. McMillan

Attachment A: 2020 Equity Consultant Assistance
List of Firms and Service Categories
(revised April 14, 2021)

	FIRM NAME	A. Internal Operations	B. Investments and Policy	C. Community and Partner Engagement	D. Innovation	E. Environmental Justice
1	Alexander L. San Andres DBA Alex San Andres, an individual		0		0	
2	Arup Americas, Inc. dba Arup North America Ltd.		1		1	1
3	Bonnie Hall dba Bonnie Hall Fine Art Asset Management		0	0	0	
4	Marcus Griwsold dba Calm Waters Group LLC		1	1		1
5	causeIMPACTS LLC	1	1	0		1
6	Center for Neighborhood Technology	1	1	1	1	1
7	CivicMakers, LLC			0	1	
8	Contigo Communications Corp.	1		1	1	1
9	Colette M. Luckie dba Cornerstone Consulting HR	1	0	0	1	1
10	Cooperative Personnel Services dba CPS HR Consulting	1				
11	Davis & Associates Communications, Inc.	1	1	1	1	1
12	Eastern Research Group Inc.	0	1	0		1
13	Ana Lugo Bedolla dba Equity First Consulting	1	1	1		1
14	Exygy, Inc.	1	1	1	1	1
15	Global Investment Company	0	0	0	0	0
16	Guidehouse Inc.	1	1	0	1	1

	FIRM NAME	A. Internal Operations	B. Investments and Policy	C. Community and Partner Engagement	D. Innovation	E. Environmental Justice
17	HR&A Advisors, Inc.	1	1	1	1	1
18	ICF Incorporated, L.L.C.	1				1
19	Kimley-Horn and Associates, Inc.			0	1	1
20	Lowe Consulting Group, Inc.			1		
21	Christopher Jerome Lepe dba Mariposa Planning Solutions		1	1	1	1
22	Nelson\Nygaard Consulting Associates, Inc.		1	1	1	1
23	Melanie Nutter dba Nutter Consulting, LLC				1	1
24	RSCA Corporation dba Redwood Resources	1	0	0		1
25	Reflex Design Collective, LLC	1	1	1	1	1
26	Tiasia O'Brien dba Seam Social Labs, Inc.			1	0	
27	Diane Burbie dba The Aspire Group			1		
28	The Mark USA, Inc.	1	0	0	1	1
29	Urban Habitat Program		1	1		1
30	WSP USA Inc.		1	1		1
	Total Number of Applicants	16	21	25	19	23
	Total Number of Accepted Applicants	14	15	15	15	22
	Total Number of Accepted Prime DBE Firms*	3 out of 4	2 out of 4	4 out of 7	2 out of 4	3 out of 4
	Total Number of Accepted Prime SBE Firms*	6 out of 7	5 out of 7	6 out of 10	6 out of 7	7 out of 8

*NOTE: DBE firms may also be SBE firms and vice versa.

**Attachment B: Disadvantaged Business Enterprise and Small Business Enterprise Status
(revised April 14, 2021)**

Service Category A: Internal Operations		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	causeIMPACTS LLC		X	44729		X	2014558
Prime	Center for Neighborhood Technology	X			X		
Sub	Mobility Development Partners	X			X		
Sub	Sapodilla Group	X			X		
Prime	Contigo Communications Corp.		X	45724		X	2009764
Sub	Rosales Business Partners LLC		X	40711		X	1740220
Sub	Reynolds Consulting	X			X		
Prime	Colette M. Luckie dba Cornerstone Consulting HR		X	41857	X		
Prime	Cooperative Personnel Services dba CPS HR Consulting	X			X		
Prime	Davis & Associates Communications, Inc.		X	26344		X	1785923
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Estolano Advisors		X	42483		X	2002042
Sub	Left Lane Advisors	X			X		
Prime	Ana Lugo Bedolla dba Equity First Consulting	X			X		
Sub	Trillium Advisors	X			X		
Prime	Exygy, Inc.	X				X	2001043
Sub	The Justice Collective	X			X		
Prime	Guidehouse Inc.	X			X		
Sub	Pivot Strategies	X			X		
Sub	Brian Ansari & Associates Inc.		X	46571	X		
Sub	Othering and Belonging Institute	X			X		
Sub	The Unity Council	X			X		
Prime	HR&A Advisors, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Redwood Resources	X			X		
Prime	ICF Incorporated, LLC	X			X		

Service Category A: Internal Operations		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	RSCA Corporation dba Redwood Resources		X	42714		X	
Sub	Refolda	X			X		
Prime	Reflex Design Collective LLC		X	46293		X	2011622
Prime	The Mark USA, Inc.		X	49217		X	2020665

Service Category B: Investments and Policy		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Arup Americas, Inc. dba Arup North America Ltd.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Toole Design	X			X		
Prime	Marcus Griwsold dba Calm Waters Group LLC	X				X	2018313
Sub	Bio Studio LLC	X				X	2022766
Sub	Aplomb Design Inc. dba JUST Design	X			X		
Prime	causeIMPACTS LLC		X	44729		X	2014558
Prime	Center for Neighborhood Technology	X			X		
Prime	Davis & Associates Communications, Inc.		X	26344		X	1785923
Sub	Estolano Advisors		X	42483		X	2002042
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Fehr & Peers	X			X		
Sub	InterEthnica	X			X		
Prime	Eastern Research Group Inc.	X			X		
Prime	Ana Lugo Bedolla dba Equity First Consulting	X			X		
Sub	Trillium Advisors	X			X		
Prime	Exygy, Inc.	X				X	2001043
Sub	The Justice Collective	X			X		
Sub	Street Level Advisors	X			X		

Service Category B: Investments and Policy		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Sub	FrameWorks Institute	X			X		
Prime	Guidehouse Inc.	X			X		
Sub	Pivot Strategies	X			X		
Sub	Brian Ansari & Associates Inc.		X	46571	X		
Sub	Othering and Belonging Institute	X			X		
Sub	The Unity Council	X			X		
Sub	Hatch LTK	X			X		
Prime	HR&A Advisors, Inc.	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Prime	Christopher Jerome Lepe dba Mariposa Planning Solutions		X	49323	X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	The Nova Rose Group	X			X		
Sub	Espousal Strategies	X			X		
Prime	Nelson\Nygaard Consulting Associates, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Reflex Design Collective LLC		X	46293		X	2011622
Sub	Cambridge Systematics	X			X		
Prime	Reflex Design Collective, LLC		X	46293		X	2011622
Prime	Urban Habitat Program	X			X		
Prime	WSP USA Inc.	X			X		

Service Category C: Community and Partner Engagement		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Marcus Griwsold dba Calm Waters Group LLC	X				X	2018313
Sub	Bio Studio LLC	X				X	2022766
Sub	Aplomb Design Inc. dba JUST Design	X			X		

Service Category C: Community and Partner Engagement		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Center for Neighborhood Technology	X			X		
Sub	Mobility Development Partners	X			X		
Sub	Sapodilla Group	X			X		
Prime	Contigo Communications Corp.		X	45724		X	2009764
Sub	Reynolds Consulting	X			X		
Prime	Davis & Associates Communications, Inc.		X	26344		X	1785923
Sub	InterEthnica	X			X		
Sub	Slow Clap Productions LLC	X				X	2016514
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Fehr & Peers	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Estolano Advisors		X	42483		X	2002042
Prime	Ana Lugo Bedolla dba Equity First Consulting	X			X		
Sub	Trillium Advisors	X			X		
Prime	Exygy, Inc.	X				X	2001043
Sub	Propose LLC dba Sagent Marketing		X	37643		X	38182
Sub	Street Level Advisors	X			X		
Sub	Brink	X			X		
Prime	HR&A Advisors, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Ground Works Consulting	X			X		
Sub	Ogilvie Labs	X			X		
Prime	Lowe Consulting Group, Inc.		X	38055		X	49380
Prime	Christopher Jerome Lepe dba Mariposa Planning Solutions		X	49323	X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	The Nova Rose Group	X			X		
Prime	Nelson\Nygaard Consulting Associates, Inc.	X			X		

Service Category C: Community and Partner Engagement		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Sub	Reflex Design Collective		X	46293		X	2011622
Sub	Circlepoint	X				X	40528
Prime	Reflex Design Collective LLC		X	46293		X	2011622
Prime	Tiasia O'Brien dba Seam Social Labs, Inc.	X			X		
Sub	Diana Reyna Strategic Consulting, LLC	X			X		
Prime	Diane Burbie dba The Aspire Group		X	48761	X		
Prime	Urban Habitat Program	X			X		
Prime	WSP USA Inc.	X			X		
Sub	Kearns & West	X			X		
Sub	Raimi & Associates	X			X		

Service Category D: Innovation		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Arup Americas, Inc. dba Arup North America Ltd.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Toole Design	X			X		
Prime	Center for Neighborhood Technology	X			X		
Sub	Mobility Development Partners	X			X		
Prime	CivicMakers, LLC	X				X	2004377
Prime	Contigo Communications Corp.		X	45724		X	2009764
Prime	Colette M. Luckie dba Cornerstone Consulting HR		X	41857	X		
Sub	Next Steps Marketing, Inc.		X	41733		X	1037598
Prime	Davis & Associates Communications, Inc.		X	26344		X	1785923
Sub	Fehr & Peers	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		

Service Category D: Innovation		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Exygy, Inc.	X				X	2001043
Prime	Guidehouse Inc.	X			X		
Sub	Pivot Strategies	X			X		
Sub	Brian Ansari & Associates Inc.		X	46571	X		
Sub	Hatch LTK	X			X		
Prime	HR&A Advisors, Inc.	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Prime	Kimley-Horn and Associates, Inc.	X			X		
Sub	HR&A Advisors, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Toole Design Group, LLC	X			X		
Sub	mySidewalk	X			X		
Prime	Christopher Jerome Lepe dba Mariposa Planning Solutions		X	49323	X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	The Nova Rose Group	X			X		
Sub	Espousal Strategies	X			X		
Prime	Nelson\Nygaard Consulting Associates, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Reflex Design Collective LLC		X	46293		X	2011622
Sub	Cambridge Systematics	X			X		
Prime	Melanie Nutter dba Nutter Consulting, LLC	X			X		
Prime	Reflex Design Collective, LLC		X	46293		X	2011622
Prime	The Mark USA, Inc.		X	49217		X	2020665

Service Category E. Environmental Justice		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Arup Americas, Inc. dba Arup North America Ltd.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Sub	Toole Design	X			X		
Prime	Marcus Griwsold dba Calm Waters Group LLC	X				X	2018313
Sub	Bio Studio LLC	X				X	2022766
Sub	Aplomb Design Inc. dba JUST Design	X			X		
Prime	causeIMPACTS LLC		X	44729		X	2014558
Prime	Center for Neighborhood Technology	X			X		
Sub	Mobility Development Partners	X			X		
Sub	Sapodilla Group	X			X		
Prime	Contigo Communications Corp.		X	45724		X	2009764
Sub	Reynolds Consulting	X			X		
Prime	Colette M. Luckie dba Cornerstone Consulting HR		X	41857	X		
Sub	Next Steps Marketing, Inc.		X	41733		X	1037598
Prime	Davis & Associates Communications, Inc.		X	26344		X	1785923
Sub	Better World Group		X	46330		X	2017586
Sub	Estolano Advisors		X	42483		X	2002042
Sub	Fehr & Peers	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Mariposa Planning Solutions		X	49323	X		
Prime	Eastern Research Group Inc.	X			X		
Prime	Ana Lugo Bedolla dba Equity First Consulting	X			X		
Sub	Trillium Advisors	X			X		
Prime	Exygy, Inc.	X				X	2001043
Sub	The Justice Collective	X			X		
Sub	Propose LLC dba Sagent Marketing		X	37643		X	38182
Sub	Street Level Advisors	X			X		

Service Category E. Environmental Justice		DBE			SBE		
ROLE	FIRM	No	Yes	if Yes, List #	No	Yes	if Yes, List #
Prime	Guidehouse Inc.	X			X		
Sub	Pivot Strategies				X		
Sub	Brian Ansari & Associates Inc.		X	46571	X		
Sub	Othering and Belonging Institute	X			X		
Prime	HR&A Advisors, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Ogilvie Labs	X			X		
Prime	ICF Incorporated, LLC	X			X		
Prime	Kimley-Horn and Associates, Inc.	X			X		
Sub	HR&A Advisors, Inc.	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	Morado Consulting	X			X		
Sub	Vicus Planning		X	46234	X		
Prime	Christopher Jerome Lepe dba Mariposa Planning Solutions		X	49323	X		
Sub	Stuart Cohen Strategies	X			X		
Sub	Tamika L. Butler Consulting, LLC	X			X		
Sub	The Nova Rose Group	X			X		
Sub	Espousal Strategies	X			X		
Prime	Nelson\Nygaard Consulting Associates, Inc.	X			X		
Sub	Reflex Design Collective LLC		X	46293		X	2011622
Prime	Melanie Nutter dba Nutter Consulting, LLC	X			X		
Prime	RSCA Corporation dba Redwood Resources		X	42714		X	
Prime	Reflex Design Collective LLC		X	46293		X	2011622
Prime	The Mark USA, Inc.		X	49217		X	2020665
Prime	Urban Habitat Program	X			X		
Prime	WSP USA Inc.	X			X		
Sub	Kearns & West	X			X		
Sub	Raimi & Associates	X			X		

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Bench

Work Item No.:	To be determined on a per-contract basis
Consultants:	See Attachment A to the Administration Committee Summary Sheet dated April 14, 2021
Work Project Title:	2020 Equity Consultant Assistance – Cycle 1
Purpose of Project:	Provide as-needed equity consulting services to support MTC
Brief Scope of Work:	<p>Provide as-needed equity consulting assistance in the following service categories:</p> <ol style="list-style-type: none">1. Internal Operations2. Investments and Policy3. Community and Partner Engagement4. Innovation5. Environmental Justice
Project Cost Not to Exceed:	To be determined on a per-contract basis.
Funding Source:	To be determined on a per-contract basis.
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.
Motion by Committee:	That the consultants listed in Attachment A to the Administration Committee Summary Sheet dated April 14, 2021 be pre-qualified to enter into contracts with MTC to provide as-needed equity consulting services through June 30, 2025, with an option to extend for an additional two years to June 30, 2027, as described above and in the Administration Committee Summary Sheet dated April 14, 2021 subject to applicable contract approval procedures and necessary budget approvals.
Operations Committee:	<hr/> <p>Federal D. Glover, Chair</p>
Approved:	April 14, 2021