

**Metropolitan Transportation Commission
Operations Committee**

November 12, 2021

Agenda Item 4b

**Contract Amendment – Bay Area Carpool Program & Commuter Benefits Program: WSP
USA Inc. (\$126,469)**

Subject:

Contract Extension and Amendment – Bay Area Carpool Program and Commuter Benefits Program: WSP USA Inc. (WSP).

Background:

Through a contract with WSP, MTC facilitates carpool formation, offers carpool rewards, and administers the Bay Area Commuter Benefits Program.

After a competitive procurement process, on September 2, 2016, this committee approved a three- and one-half-year contract with WSP for \$6,767,531. The contract included a 2-year contract extension option, which this committee approved on September 13, 2019, for an additional \$4,106,000 and total contract authority of \$10,873,531.

Staff recommends extending the current contract on a sole- source basis for one year, FY 2022-23. This will provide time for MTC and partners to best leverage and adapt this contract, which is potentially instrumental in implementing two Plan Bay Area 2050 strategies: Expand Commute Trip Reduction Programs at Major Employers (EN-7) and Expand Transportation Demand Management Initiatives (EN-9). Furthermore, delaying the procurement of a multi-year contract will allow MTC to understand better how commute patterns have changed after the pandemic so that a future contract scope can best approach carpool needs.

For these reasons, MTC Executive Director Therese W. McMillan approved a staff recommendation to seek a sole-source one-year extension of the Bay Area Carpool and Commuter Benefits Program contract. If approved by this committee, the one-year extension would include promotion and maintenance of the regional ride match tool (Merge), coordination with County Transportation Agencies to leverage agency carpool advocacy, maintenance of 511.org carpool and vanpool information, and elements of vanpool support. The extension would also support the Commuter Benefits Program employer registration, data purchase, database administration, and website management.

Due to reduced carpool marketing during the pandemic, the existing contract authority is sufficient to cover nearly all the cost of a one-year extension, shy \$126,469. Funding would be subject to the Executive Director or designee's exercising such options and adopting the MTC Operating and Capital Budgets in Fiscal Year (FY) 2022-23. Attachment A includes a summary of WSP USA Inc.'s and its project team's small business and disadvantaged business enterprise status.

Issues:

While the current contract authority is \$10,873,531, the current contract value is \$9,950,000. Current authority has been underutilized because the COVID-19 pandemic reduced opportunities to encourage carpooling. Therefore, while \$126,469 in additional contract authority is requested, a future contract amendment will be for \$1,050,000.

Recommendations:

Request this committee's approval of a one-year sole-source contract extension of the Bay Area Carpool and Commuter Benefits Program contract for FY 2022-23 and to authorize the Executive Director or designee to negotiate and enter into a one-year contract amendment with WSP USA Inc. in an amount not to exceed \$1,050,000: \$850,000 for carpool functions and \$200,000 for administration of the Commuter Benefits Program.

Attachments:

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status



Andrew B. Fremier

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	WSP USA, Inc.	Carpool formation & Commuter Benefits Program (CBP) admin	No		No	
Subcontractor	Transportation Analytics	Evaluation and reporting	Yes	36177	Yes	42967
Subcontractor	MediaBeef	CBP registration database	Yes	42265	No	
Subcontractor	RideAmigos	Carpool matching and rewards platform	No		No	
Subcontractor	Craft & Commerce	Digital marketing	No		No	
Subcontractor	Kazoo Studios East	Outreach events	Yes	46100	No	

*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.:	1222
Consultant:	WSP USA Inc. San Francisco, CA
Work Project Title:	Bay Area Carpool and Commuter Benefits Program
Purpose of Project:	Form carpools and administer the Commuter Benefits Program
Brief Scope of Work:	Maintain carpool matching tool, market carpooling, maintain 511 high-occupancy vehicle information, register employers under the Commuter Benefits Ordinance
Project Cost Not to Exceed:	Previously authorized: \$10,873,531 Additional authorization: \$126,469 Total contract amount with additional authority: \$11,000,000
Funding Source:	CMAQ & TFCA
Fiscal Impact:	Funds are subject to approval and inclusion in the FY 2022-23 agency budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with WSP USA, Inc. to form carpools and administer the Bay Area Commuter Benefits Program as described above and in the Operations Committee Summary Sheet dated November 12, 2021 and that the Chief Financial Officer is authorized to set aside an additional \$126,469 for such amendment, subject to inclusion in the FY 2022-21 agency budget.
Operations Committee:	<hr/> Carol Dutra-Vernaci, Chair
Approved:	November 12, 2021