

**Metropolitan Transportation Commission
Administration Committee**

February 11, 2026

Agenda Item 2f-26-0117

Contract Amendment – MTC CARE: Power-Building and Engagement (Pb+E) Program Management and Technical Assistance – Ground Works Consulting (\$1,230,000)

Subject:

Authorization to negotiate and execute a contract amendment with Ground Works Consulting (GWC), on a sole source basis, for \$1,230,000 for a revised total contract amount not to exceed \$4,730,000 to provide regional technical assistance and program management for MTC's Community Action Resource and Empowerment (CARE) Power-building and Engagement (Pb+E) program.

Background:

MTC's CARE Program, the successor to the Lifeline Transportation Program, was established in November 2023 via MTC Resolution No. 4604, Revised, and created three program categories: transportation-based capacity power-building and engagement (Pb+E), technical assistance, and participatory budgeting. This contract supports delivery of the Pb+E category. Pb+E has two components—grants and learning lab fellowships. Grants will support regional priorities and benefit community-based organizations (CBO) through direct project funding, technical assistance, training opportunities, peer learning, expert coaching, and connection to tools and information materials. Fellows will receive coaching, technical assistance, and targeted training to support the development of projects that advance Pb+E goals.

In July 2025, the Administration Committee gave approval to enter into a contract for up to \$3.5 million with GWC in three stages to support the Pb+E program. Stage 2 would be contingent upon Commission approval of grant projects and Stage 3 would be contingent on approval of learning lab fellowships and a second round of grants. The Commission approved sixteen grant projects totaling \$1.5 million in November 2025, following a robust and competitive application process and set Stage 2 in motion. This approval included \$200,000 previously planned for Stage 3.

Based on the volume and quality of applications initially submitted, the Commission approved an additional \$1.5 million in December 2025 for CARE Pb+E projects, technical assistance and implementation activities from the overall CARE Program and in January 2026 approved \$1 million

for ten more CBO projects with the additional funding. The updated cumulative grant award totals \$2.5 million to community-based organizations. This increase in grant award triggered the need for a supplemental project stage and this contract amendment request.

This agenda item proposes to increase the total contract and adjust the amounts identified for each stage. The contract is proposed to increase by \$1,230,000 and is comprised of \$1,000,000 to fund ten Pb+E projects and \$230,000 for the administrative and technical support needed for these projects. An adjustment to the original contract approval will advance \$280,000 in contingency previously included in Stage 3 to the contract earlier to allow the program to more expediently address any unexpected needs.

The revised project stages are described in the following table.

Project Stage	Previously Authorized	Currently Proposed
Stage 1	\$1,170,000	\$1,170,000
Stage 2	\$1,300,000	\$1,500,000
Added stage	n/a	\$1,510,000
Stage 3	\$1,030,000	\$550,000
Total Project	\$3,500,000	\$4,730,000

Procurement:

Ground Works Consulting (GWC) was a subcontractor to a Prime that was selected from a competitive procurement and qualified for the 2021 Regional Equity Bench (“Bench”), which was approved by the MTC Administration Committee in May 2021. Based on their history with CARE, their qualifications and experience, and the limited schedule with the Regional Early Action Planning (REAP) grant that provides a significant share of the funding for this project, awarding this contract on a sole source basis provides value to the agency and the program. GWC and its subconsultants’ Small Business Enterprise (SBE) status are shown in Attachment A. The Administration Committee approved a sole source contract with GWC in July 2025 for a total of \$3.5 million.

Recommendations:

Authorize the Executive Director to negotiate and execute a contract amendment with Ground Works Consulting in an amount of \$1,230,000 for a total contract value not to exceed \$4,730,000 to provide regional technical assistance and program management for MTC's CARE Program: Power-building and Engagement.

Attachments:

- Attachment A –Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

Attachment A

Small Business Enterprise Status

	Firm Name	Role on Project	SBE* Yes / No
Prime Contractor	Ground Works Consulting	CARE Power-building and Engagement: Program Management, Administration and Technical Assistance Provider	No

	Firm Name	SBE* Yes / No
Subconsultants	Staton Studio LLC	No
	Beth Altshuler Munoz Consulting, Inc.	Yes
	Peacock Partners LLC	Yes
	Co-Create Health	No
	JM Squared Consulting	No
	Tala Partners Inc	No
	Colibri Collaborative	Yes
	Randan Price Consulting	No
	Urban Habitat	No
	CongerBarnett PC	No

*Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	1310
Consultant:	Ground Works Consulting Oakland, CA
Work Project Title:	MTC CARE: Power-Building and Engagement (Pb+E) Program Management and Technical Assistance
Purpose of Project:	Provide program management, administration and technical assistance to Bay Area community-based organizations and/or jurisdictions.
Brief Scope of Work:	Regional power-building and engagement program administration and technical assistance to support Bay Area community-based organizations and/or jurisdictions in the implementation of policies and programs identified in MTC's Community Action Resource and Empowerment (CARE) program MTC Res. 4604.
Project Cost Not to Exceed:	This amendment: \$1,230,000 Current amount before this amendment: \$3,500,000 Maximum amount after this amendment: \$4,730,000
Funding Source:	\$1,230,000 MTC Exchange 24398919
Fiscal Impact:	This funding is included in the FY25-26 agency budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Ground Works Consulting for regional program management, administration and technical assistance in three stages as described above and in the Administration Committee Summary Sheet dated July 9, 2025 and February 11, 2026 and that the Chief Financial Officer is authorized to set aside \$1,230,000 for such contract amendment.
Administration Committee:	<hr/> <p>Gina Papan, Chair</p>
Approved:	February 11, 2026