

**Metropolitan Transportation Commission**  
**Regional Network Management Committee**

**April 10, 2026**

**Agenda Item 3a**

**Contract Amendment - Bay Area Commuter Benefits Program Operations: WSP USA Inc.**  
**(WSP) (\$2,000,000)**

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**Subject:**

Request for approval of a contract amendment with WSP to extend the Bay Area Commuter Benefits Program Operations contract term. The request would extend the contract by two years for an amended end date of June 30, 2028, and add \$2,000,000 for a total not to exceed amount of \$6,998,938.

**Background:**

A majority of commutes (60%) in the Bay Area are comprised of driving alone, impacting the region's ability to meet its greenhouse gas emissions (GHG) and vehicle miles traveled (VMT) reduction goals. Plan Bay Area 2050 Implementation Strategy EN7 identifies commute trip reduction programs as a key strategy for meeting regional GHG reduction targets. Accordingly, MTC partners with the Bay Area Air District (Air District) to operate the Commuter Benefits Program (CBP), which requires employers with 50 or more full-time employees within the Air District's jurisdiction to offer commuter benefits such as pre-tax transit or vanpool options, employer subsidies, employer-provided transit services, telework policies, or other alternatives that reduce drive-alone commuting.

The Bay Area program was among the first regionwide employer-based commuter benefit programs in the country. The Air District and MTC sought and received authority to implement the program as a pilot under Senate Bill 1339 in 2012. The pilot began operations in 2014 following the Air District's adoption of Regulation 14, Rule 1. Senate Bill 1128 (2017) authorized continuation of the program on an ongoing basis. Similar programs have since been implemented in other jurisdictions, including New York City and statewide in New Jersey, with most other programs operating at the city level or with more limited requirements.

MTC oversees program operations and employer support services, while the Air District is primarily responsible for formal program compliance and enforcement under Regulation 14, Rule 1.

The scope of work for MTC's Commuter Benefits Program operations contract focuses on increasing employer registration and strengthening program effectiveness through targeted outreach and support activities, enhanced employer data, and operation of the program's customer relationship and data management system. The scope also includes strategic program planning; expanded database management and data quality control; employer outreach; ongoing program evaluation and performance monitoring; website content updates; and implementation of promotional strategies to increase program registration.

Employer data is foundational to the program, supporting identification of covered employers, outreach and compliance efforts, and tracking of program participation and outcomes. Because employer data—particularly from third-party sources—can be incomplete or outdated, the contract includes ongoing data verification and quality control to maintain a reliable, up-to-date, and enforceable employer database. Work under this contract has focused on strengthening this foundation through development of a more robust database and customer relationship management system, along with enhanced employer support and data quality assurance efforts.

In April 2023, following an open procurement process, WSP USA Inc. was selected to operate the Commuter Benefits Program in an amount not to exceed \$4,998,938 through June 2026, with an option to extend two additional years.

WSP has demonstrated strong performance managing program operations and the Salesforce-based customer relationship and data management system. The program has successfully supported the registration of 4,334 employers who provide commuter benefits access to approximately 1.7 million Bay Area employees. To solidify program gains, maintain continuity and avoid operational disruption, staff recommends exercising the two-year extension.

The current contract value is \$4,998,938. This amendment would add \$2,000,000 bringing the total contract to a new total not to exceed amount of \$6,998,938 through the term of June 30, 2028.

Attachment A includes a summary of WSP and its project team's small business enterprise (SBE) status.

**Recommendation:**

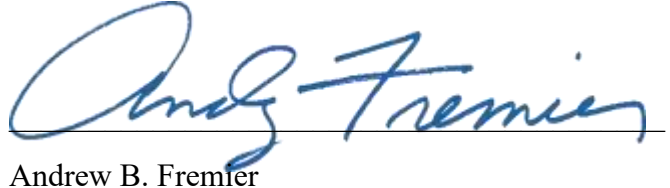
Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with WSP USA Inc., to manage the Bay Area Commuter Benefits Program Operations for an additional two years in an amount not to exceed \$2,000,000 and to extend the term of the contract through June 30, 2028 for the above-described work, subject to the approval of MTC budgets for future fiscal years Fiscal Year (FY) 2026-2027 and FY 2027-2028.

**Issues:**

None identified.

**Attachments:**

- Attachment A: Small Business Enterprise Status
- Attachment B: Request for Committee Approval – Summary of Proposed Contract Amendment
- Attachment C PowerPoint
- Attachment D Appendix



Andrew B. Fremier

**Small Business Enterprise Status**

	<b>Firm Name</b>	<b>Role on Project</b>	<b>SBE** Yes / No</b>	<b>If SBE Yes, List #</b>
Prime Contractor	WSP USA Inc.	Program oversight and delivery	No	
Subcontractor	Caribou Public Relations	Staff in-person outreach events supporting program promotion	No	
Subcontractor	Four Square ITP	Commuter Benefits Program Evaluation deliverables and will provide support for the Program Planning.	No	
	Tracy Keough Consulting	Provide a promotional plan and strategies for the CBP and will support web content.	No	

Footnote

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

**Request for Committee Approval**

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**Summary of Proposed Contract Amendment**

Work Item No.: 1222

Consultant: WSP USA Inc.  
San Francisco, CA

Work Project Title: Bay Area Commuter Benefits Program Operations Contract Extension

Purpose of Project: Requires employers with 50 or more full-time employees in the Air District’s jurisdiction to offer commuter benefits to their employees.

Brief Scope of Work: Increase employer registration and annual updates using a database and enhanced purchased data.

Project Cost Not to Exceed: \$2,000,000 (this amendment)  
Total contract before this amendment: \$4,998,938  
Total authorized contract after this amendment: \$6,998,938

Funding Source: Congestion Mitigation and Air Quality (CMAQ), Toll Credits

Fiscal Impact: Funds are subject to approvals in the Fiscal Year 2026-27 and Fiscal Year 2027-28 MTC agency budgets

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with WSP USA Inc. for Bay Area Commuter Benefits Program Operations described above and in the Regional Network Management Committee Summary Sheet dated April 10, 2026 and that the Chief Financial Officer is authorized to set aside \$2,000,000 for such amendment, subject to necessary budget approvals.

Regional Network  
Management Committee:

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Candace Andersen, Chair

Approved: April 10, 2026