

Metropolitan Transportation Commission
Administration Committee

June 12, 2024

Agenda Item 2c-24-0637

Contract Amendment — On-call Engagement Support: WSP USA, Inc. (\$200,000)

Subject:

Authorization to negotiate and to enter into a contract amendment in an amount not to exceed \$200,000 with WSP USA, Inc. to provide on-call public engagement support for a total contract not to exceed amount of \$371,500.

Background:

The pandemic transformed the public's expectations for participating in MTC's decision-making process. Digital and online platforms removed historic barriers to participation, allowing more and more residents to participate in the decisions that affect them resulting in significantly higher numbers of comments and data received. MTC staff requires the support of an experienced firm with expert public engagement and planning professionals to be able to execute and deliver the agency's comprehensive public engagement program.

Contract Overview:

In December 2020, MTC issued a Request for Qualifications (RFQ) to establish an on-call bench of pre-qualified firms to provide services for Equity Consultant Assistance. The RFQ included five service categories including 1) internal operations; 2) investments and policy; 3) community and partner engagement; 4) innovation; and 5) environmental justice. In March 2021, this Committee approved 27 firms for placement on an on-call bench through June 30, 2025, with an option to extend for an additional two years to June 30, 2027. The on-call bench included WSP USA, Inc., which qualified in the community and partner engagement category.

In January 2023, MTC entered into a contract with WSP USA, Inc. to support a variety of on-call community engagement efforts. Under this contract, WSP USA, Inc. supported updating MTC's Public Participation Plan; developing engagement strategies for various MTC programs; analyzing and synthesizing volumes of public comments and feedback received; strategic advising; as well as facilitating workshops, developing content and supporting other public engagement activities, as needed.

The proposed contract amendment with WSP USA, Inc. would focus on supporting and administering the agency's community-based organization (CBO) partnership and engagement program; updating MTC's Public Participation Plan, as needed; supporting engagement strategy development and strategic advising; and supporting other public engagement activities, as needed.

WSP USA, Inc. is not a Disadvantaged Business Enterprise (DBE), or a Small Business Enterprise (SBE). WSP USA, Inc. has no subcontractors.

Next Steps:

Staff will seek to amend the existing contract.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with WSP USA, Inc. in an amount not to exceed \$200,000 for a new contract not to exceed \$371,500 for the work described above.

Attachments:

- Request for Committee Approval — Summary of Proposed Contract Amendment



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1112 & 1121

Consultant: WSP USA, Inc.,
San Francisco, CA

Work Project Title: On-call Engagement Support

Purpose of Project: Provide on-call engagement support for MTC's programs and activities.

Brief Scope of Work: Provide public engagement support for CBO engagement, and other public engagement activities, as needed.

Project Cost Not to Exceed: This amendment: \$200,000
Current contract amount before this amendment: \$171,500
Maximum contract amount after the amendment: \$371,500

Funding Source: General Fund

Fiscal Impact: \$200,000 is included in the FY 2023-24 MTC Budget

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with WSP USA, Inc. for on-call engagement support described above and in the Administration Committee Summary Sheet dated June 12, 2024, and that the Chief Financial Officer is authorized to set aside \$200,000 for such amendment.

Administration Committee:

Gina Papan, Chair

Approved: June 12, 2024