

**Metropolitan Transportation Commission
Administration Committee**

June 14, 2023

Agenda Item 2d - 23-0713

Contract Amendment – Agency Website Support Services: Peak Digital, LLC (\$1,125,000)

Subject:

Request to authorize the Executive Director to negotiate and enter into a contract amendment with Peak Digital, LLC in the not to exceed amount of \$1,125,000 for FY 2023-24 for agency website support services.

Background:

In December 2020, the Metropolitan Transportation Commission (MTC) Administration Committee approved the 2020 Website Support Services Bench Cycle 1 (“the Bench”), comprised of 20 pre-qualified firms. The 2020 Bench procurement contained two service categories, i.e., areas of expertise: 1) Website Operations and Maintenance Services; and 2) Website Design, Development, and Enhancement Services. Award of a contract with one of the pre-qualified consultants may take place by direct selection or via mini-procurement, pursuant to MTC’s procurement procedures.

In February 2021, MTC selected Peak Digital, LLC from the pre-qualified firms and authorized the Executive Director to negotiate and execute an agreement with Peak Digital, LLC in an amount of \$25,000, to provide website support services to operate, maintain, and enhance MTC and Association of Bay Area Government (ABAG)-related agency websites through June 30, 2024.

In June 2021, the MTC Administration Committee approved a contract amendment in the amount of \$570,000, with Peak Digital, LLC, to provide ongoing website support services to operate, maintain, and enhance agency websites for Fiscal Year (FY) 2021-22. In August 2021, and in December 2021, the Executive Director approved contract amendments with Peak Digital, LLC to provide website support services for the BayREN website and for the Technical Assistance web portal. These contract amendments totaled \$185,750. In February 2022, the MTC Administration Committee approved a contract amendment in the amount of \$120,000, to provide a managed services solution for the hosting of the agency websites, and the Executive Director approved \$75,000 for ongoing website support services for the BayREN website. In

May 2022, the MTC Administration Committee approved a contract amendment in the amount of \$830,000 with Peak Digital, LLC to provide ongoing website support services to operate, maintain, and enhance agency websites for FY 2022-23. In January 2023, and in March 2023, the Executive Director approved contract amendments, totaling \$150,000, to provide ongoing website support services for the BayREN website, and technical support for web-based projects for MTC's Data Visualization group.

This amendment would allow Peak Digital, LLC to provide ongoing website support services to operate, maintain, host, and enhance agency websites for FY 2023-24. In addition, Peak Digital, LLC provides technical support for compliance to Section 508 of the Federal Rehabilitation Act, which is essential to ensure that agency websites meet the accessibility standards set forth by Section 508. Peak Digital, LLC also provides technical support for Brown Act compliance. Continued technical support for the abovementioned federal and state requirements is a critical sequential element of ongoing work and the continued operations, maintenance, security management, and hosting of the agency websites are critical sequential elements of ongoing work.

This proposed amendment would add \$1,125,000 for FY 2023-24, bringing the contract to a new total not to exceed amount of \$3,080,750 through the term ending June 30, 2024. MTC will contribute \$825,000, ABAG will contribute \$250,000, and BayREN will contribute \$50,000 towards this amendment. These funds are pending approval of the FY 2023-24 MTC and ABAG budgets. Neither Peak Digital, LLC nor its subconsultants are small or disadvantaged business enterprises.

Next Steps:

Staff will seek to amend the existing contract.

Issues:

None identified.

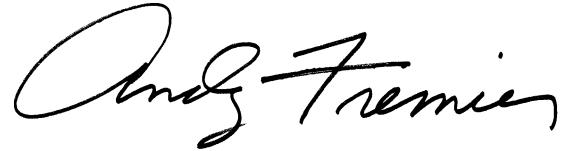
Recommendations:

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment in an amount not to exceed \$1,125,000 for a new

contract not to exceed amount of \$3,080,750 through the term ending June 30, 2024, to perform agency website support services.

Attachments:

- Request for Committee Approval – Summary of Proposed Contract Amendment Sheet

A handwritten signature in black ink that reads "Andrew B. Fremier". The signature is written in a cursive, flowing style.

Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1121, 1122, 1127, 1161, 1162, 1612, 1721

Consultant: Peak Digital, LLC

Work Project Title: Agency Website Support Services

Purpose of Project: Deliver agency website support services.

Brief Scope of Work: Provide support services to operate, maintain, host, and enhance the agency websites.

Project Cost Not to Exceed: \$1,125,000 (this amendment)

Total Contract before this amendment: \$1,955,750

Total Authorized Contract after this amendment: \$3,080,750.00

Funding Source: General Fund (\$750,000), ABAG (\$250,000), BayREN (\$50,000), RM2 Marketing (\$75,000)

Fiscal Impact: \$1,125,000 is pending approval of the MTC and ABAG FY 2023-24 budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Peak Digital, LLC for the purposes described above and in the Administration Committee Summary Sheet dated June 14, 2023, and that the Chief Financial Officer is authorized to set aside \$1,125,000 for such amendment, subject to necessary budget approvals as referenced above.

Administration Committee:

Gina Papan, Chair

Approved: June 14, 2023