

**Metropolitan Transportation Commission
Administration Committee**

October 11, 2023

Agenda Item 2b - 23-1101

**Contract Amendment - Transit Transformation Action Plan Accessibility Items:
Nelson\Nygaard Consulting Associates, Inc. (\$371,170)**

Subject:

Request for authorization to negotiate and execute a contract amendment in an amount not to exceed \$371,170, with Nelson\Nygaard Consulting Associates, Inc. (Nelson/Nygaard) for consultant support for the Transit Transformation Action Plan Accessibility Items, for a total contract amount not to exceed \$671,170.

Background:

In June 2022, the Commission approved a sole-source contract with Nelson\Nygaard for consultant support for four of the five accessibility-related actions under the Transit Transformation Action Plan (Actions 21, 22, 24, and 25) in the amount of \$230,000 for the term of August 2022 through December 2024. Nelson\Nygaard is a nationally known consulting firm with expertise on transit, paratransit, and accessible transportation. Below is a description of each Action Plan item associated with this contract.

Action #	Action Description
Action 21	Designate a Mobility Manager to coordinate rides and function as a liaison between transit agencies in each county, consistent with the Coordinated Plan
Action 22	Fund additional subregional one-seat paratransit ride pilots and develop cost-sharing policies for cross jurisdictional paratransit trips
Action 24	Identify key paratransit challenges and recommend reforms through the Coordinated Plan update
Action 25	Adopt standardized eligibility practices for programs that benefit people with disabilities (ADA-paratransit)

Existing Scope Increase: The increase of budget is necessary to continue the complex engagement required for this collection of work. As staff began advancing work for the paratransit eligibility task, a high level of engagement and interest from transit agencies was

received. Each task involves multiple rounds of context setting, group and individual communication, consensus building, and monthly feedback on progress with the region's transit agencies; more than was originally anticipated. Further, this work requires ongoing deep engagement with disabled riders, their advocates, social service agencies, and other stakeholders around the region. As a result, additional funds are required to fulfill MTC's commitment to outreach and engagement for this work. The amount requested is \$222,000.

Addition of New Scope: The addition of the accessibility items under the Action Plan has increased the workload within the FPP Access and Mobility work unit. To assist in completing work, staff recommends contracting with Nelson\Nygaard for staff support on a range of activities. This support will consist of a junior-level associate at .5 FTE for 12 months. The amount requested is \$149,170.

The work is expected to be completed by December 31, 2024.

Issues:

None identified.

Recommendation:

Staff recommends the Committee authorize the Executive Director to negotiate and enter into a contract amendment in an amount not to exceed \$371,170 with Nelson\Nygaard for consultant services as described above, for a total contract amount not to exceed \$601,170. .

Attachments:

- Attachment A: Transit Transformation Action Plan Task Amounts
- Attachment B: Request for Committee Approval – Summary of Proposed Amendment



Andrew B. Fremier

Attachment A

Blue Ribbon Action Plan Access and Mobility Work Plan Activities

Task	Task Description	Current Amount	Additional Funds Requested
0	Develop Detailed Work Scope and Schedule	\$2,000	\$0
1	Consultant Support for Action 21: Process for Designation of Mobility Managers	\$30,000	\$30,000
2	Consultant Support for Action 22: One-seat paratransit ride pilot, cost-sharing policies, and improvements for cross jurisdiction rides	\$76,000	\$38,000
3	Consultant Support for Action 24: Identify key paratransit challenges and recommend reforms	\$64,000	\$96,000
4	Consultant Support for Action 25: Standardized paratransit eligibility practices	\$45,000	\$45,000
5	Final presentations to Commission and other boards	\$13,000	\$13,000
6	NEW TASK: MTC Access and Mobility Staff Support	-	\$149,170
	Total	\$230,000	\$371,170

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1517

Consultant: Nelson\Nygaard Consulting Associates, Inc.

Work Project Title: Transit Transformation Action Plan Accessibility Items

Purpose of Project: Advance accessibility items from the Transit Transformation Action Plan

Brief Scope of Work: Consultant support for Transit Transformation Action Plan Accessibility Items and Staff Support for Access and Mobility Work

Project Cost Not to Exceed: \$371,170 (this amendment)

Total contract before this amendment : \$230,000

Total authorized contract after this amendment: \$671,170

Funding Source: Regional STA Program Funds

Fiscal Impact: Increased amount of \$371,170 is included in the FY 2023-24 MTC Budget

Motion by Committee: That the Executive Director is authorized to negotiate and execute a contract amendment in an amount not to exceed \$371,120 with with Nelson\Nygaard Consulting Associates, Inc. for the Transit Transformation Action Plan Accessibility Items as described above and in the Administration Committee Summary Sheet dated October 13, 2023, for a total contract amount not to exceed \$671,170, and that the Chief Financial Officer is authorized to set aside \$371,170 for the contract amendment.

Administration Committee:

Gina Papan, Chair

Approved: October 13, 2023