



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## *Memorandum*

TO: Administration Committee

DATE: February 27, 2008

FR: Executive Director

W.I.:

RE: Contract Amendment: Transportation 2035 Plan Public Participation: Pacific Municipal Consultants

Staff requests this Committee's approval to amend the contract with Pacific Municipal Consultants (PMC) in the amount of \$175,000 to assist with the implementation of a program for public participation in the development of the Transportation 2035 Plan.

### **Background**

This Committee authorized staff to enter into a contract with PMC after a Request for Proposal (RFP) was released in early 2007. PMC and staff have completed the first phase of public involvement on the long-range plan. The RFP permitted MTC to expand the services of the selected consultant for additional services as needed. This contract amendment would permit PMC to assist MTC with the next phase of development of the Transportation 2035 Plan, which will focus on investment choices and trade-offs. Tasks will include facilitation and graphics assistance for a series of at least nine public workshops around the region, as well as other interest-based stakeholder meetings; implementation of up to nine focus group sessions around the region, including recruitment of participants; development of Web-based outreach; assistance with timely summary of all comments heard; and evaluation of the overall program.

### **Recommendation**

We recommend that this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with PMC in an amount not to exceed \$175,000 (for a total contract amount of \$425,000) to provide support with public participation services associated with the development of the Transportation 2035 Plan.

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Steve Heminger

SH:CA

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.: 1121

Consultant: Pacific Municipal Consultants (PMC)  
Oakland, California

Work Project Title: Transportation 2035 Plan Public Participation

Purpose of Project: To assist with Phase Two of the public involvement and outreach program in the development of the long-range Transportation 2035 Plan

Brief Scope of Work: Facilitation and graphics assistance for a series of at least nine regional workshops, as well as other interest-based stakeholder meetings; implementation of up to nine focus group sessions around the region, including recruitment of participants; programming to develop a Web-based budget game; assistance with timely summary of all comments heard; and evaluation of the overall program

Project Cost Not to Exceed: \$175,000 (previous contract of \$250,000)

Funding Source: TDA

Fiscal Impact: Available from current FY 2007-08 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Pacific Municipal Consultants for Transportation 2035 Plan Public Participation and the Chief Financial Officer is directed to set aside funds up to \$175,000 for such contract amendment.

Administration Committee: \_\_\_\_\_  
Bob Blanchard, Chair

Approved: March 5, 2008