



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: March 10, 2010

FR: Deputy Executive Director, Policy

W. I. 1227

RE: Consultant Panel – Transit Sustainability Project

MTC staff requests the Committee's approval to create a pool of pre-qualified subject matter experts to engage on an as-needed basis over the course of the two-year Transit Sustainability Project (TSP). The resulting consultant contracts will authorize work on a task order basis, and consultants will be asked to perform a variety of potential tasks based on their areas of expertise. Staff recommends the thirteen (13) consultants and consultant teams listed in the table below to be selected to the consultant pool to be available for work as needed on the TSP. Selection to be on the panel will not necessarily result in award of a contract. The areas of expertise for which they are eligible are indicated in Attachment A to this memorandum.

AECOM	MIG, Inc.
Alan Zahradnik	Mundle & Associates, Inc.
Arup	Nelson/Nygaard Consulting Associates
Booz Allen Hamilton, Inc.	Parsons Brinkerhoff/PB Americas, Inc.
BW Research Partnership, Inc.	Redhill Group, Inc.
Cambridge Systematics, Inc.	Transportation Management & Design, Inc.
Design, Community and Environment	

Background

On January 25, 2010, MTC issued a Request for Qualifications (RFQ) to select a pool of firms to assist MTC with the TSP. The TSP will evaluate the region's transit system and establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused. The TSP will include a comprehensive, fact-based analysis of the existing transit system focused on service design and delivery, financial viability, and decision-making structures.

Anticipated work areas identified in the RFQ for which consultants were requested to respond were: 1) Communications and Public Outreach, 2) Project Management, 3) Service

Analysis, 4) Financial Analysis, 5) Institutional Analysis, and 6) Financial Plan and Implementation Strategy. The maximum amount available for all contracts is \$2,286,600.

Proposal Evaluation

MTC received 23 statements of qualification (SOQs) in response to the RFQ. Multiple evaluation panels, composed of MTC and transit agency staff, were formed to review responses for each work area identified in the RFQ. If respondents submitted SOQs for multiple work areas, their SOQ was reviewed by all relevant evaluation panels. The panels reviewed the proposals based on the following criteria: overall firm and proposed staff expertise and experience, specific qualifications of lead staff for indicated tasks, hourly rates and communication skills.

Recommendation

Staff recommends that the Committee approve the list of pre-qualified consultants identified in Attachment A to serve as the consultant pool available to provide assistance for the TSP on an as-needed basis. Going forward, staff will return to this Committee for contract approval in each instance in which a contract exceeds the Executive Director's delegated authority.

Prior to the next Administration Committee meeting, staff anticipates the need for consultant assistance to include stakeholder facilitation and strategic project development. Initial contracts for this work will not exceed the Executive Director's delegated authority of \$100,000.



Ann Flemer

REQUEST FOR COMMITTEE APPROVAL
Summary of Consultant Panel

Work Item No.: 1227

Consultant: See Attachment A

Work Project Title: Transit Sustainability Project

Purpose of Project: To evaluate the region's transit system and to establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.

Brief Scope of Work: The TSP will include a comprehensive, fact-based analysis of the existing system focused on service design and delivery, financial viability, and decision-making structures.

Total Project Cost Not to Exceed: \$2,286,600

Funding Source: FTA Section 5303 (\$2,006,600) and 2% Toll Revenues-Other (\$280,000)

Fiscal Impact: Project is included in MTC's budget for FY 2009-10

Motion by Committee: That the Committee approves the list of consultants in Attachment A to provide technical assistance over the course of the Transit Sustainability Project on an as-needed basis.

Admin Committee Chair:

Tom Bates

Approved: Date: March 10, 2010

**Attachment A
Transit Sustainability Project
Consultant Pool**

Consultant		1. Communications and Public Outreach	2. Project Management	3. Service Analysis	4. Financial Analysis	5. Institutional Analysis	6. Financial Plan and Implementation
1	AECOM Oakland, CA			X		X	
2	Alan Zahradnik San Rafael, CA			X			
3	Arup San Francisco, CA			X	X		X
4	Booz Allen Hamilton, Inc. San Francisco, CA				X	X	X
5	BW Research Partnership, Inc. Carlsbad, CA	X					
6	Cambridge Systematics, Inc. Oakland, CA		X	X		X	
7	Design, Community and Environment Berkeley, CA	X					
8	MIG, Inc. Berkeley, CA	X					
9	Mundle & Associates, Inc. Philadelphia, PA				X		X
10	Nelson/Nygaard Consulting Associates San Francisco, CA			X			
11	Parsons Brinkerhoff/PB Americas, Inc. San Francisco, CA		X		X	X	X
12	Redhill Group, Inc. Irvine, CA	X					
13	Transportation Management & Design, Inc. Carlsbad, CA			X			
Total		4	2	6	4	4	4