



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: September 1, 2010

FR: Executive Director

W. I. 1517

RE: Contract Amendments: Transit Sustainability Project (TSP):

- a. Arup North America, Ltd. (\$75,000)
- b. Cambridge Systematics, Inc. (\$90,000)

Staff recommends that this Committee authorize two contract amendments for Consultant support for the TSP. In March 2010, this Committee approved a pre-qualified consultant list, including Arup North America, Ltd., and Cambridge Systematics, Inc. to assist MTC in implementing the TSP. The selected consultants are available to assist with the TSP on a task order basis under which consultants are directed to perform tasks based on the areas of expertise for which each firm was selected. Specific task orders will be developed and implemented in consultation with the Project Steering Committee and Technical Advisory Committees.

Arup North America, Ltd., and Cambridge Systematics, Inc., are both assisting in the service analysis component of the TSP.

**a. Contract Amendment: Service Analysis – Arup North America, Ltd. (\$75,000)**

Under an initial contract for \$100,000, Arup has worked with MTC staff and the Project Technical Advisory Committee to assist with the development of the scope of work for the service analysis component of the TSP. Arup is leading the regional analysis, including assessment of overall transit service needs in the region, evaluation of best practices and existing policies and service objectives, and coordination with the Sustainable Communities Strategy. Arup is also assisting staff with coordinating the multiple components of the service analysis. The proposed contract amendment will bring the total contract amount to \$175,000.

**b. Contract Amendment: Service Analysis and Project Management – Cambridge Systematics, Inc. (\$90,000)**

Under an initial contract for \$100,000, Cambridge Systematics has begun assisting MTC with overall project management and work plan development, and is initiating data collection and analysis to conduct market research and demand analysis. Cambridge Systematics will conduct analysis of transit service design and delivery, particularly related to regional demand analysis and market analysis, assessment of key demographic and land use trends, and evaluation of transit competitiveness. Cambridge Systematics, Inc. will also continue to assist with project management tasks, including coordination and integration of the financial, service and institutional analyses. The proposed contract amendment will bring the total contract amount to \$190,000.

Table 1 attached summarizes existing and proposed contracts for the TSP. Today's proposed contracts are shown in *bold italics*.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Arup North America, Ltd for \$75,000; and a contract amendment with Cambridge Systematics, Inc., for \$90,000; to assist with and conduct analyses for the Transit Sustainability Project.

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Steve Heminger

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**Table 1. Summary of Contracts**

<b>Firm</b>	<b>Scope of Work</b>	<b>Contracts</b>		
		<b>Previously Approved</b>	<b>Recommend for Approval</b>	<b>Total</b>
MIG, Inc.	Communications Plan and public outreach	\$75,000		\$75,000
<i>Arup</i>	<i>Regional and focused area service analysis</i>	\$100,000	<b><i>\$75,000</i></b>	<b><i>\$175,000</i></b>
Redhill Group, Inc.	Onboard transit survey development	\$75,000		\$75,000
<i>Cambridge Systematics, Inc.</i>	<i>Regional service analysis and project management assistance</i>	\$100,000	<b><i>\$90,000</i></b>	<b><i>\$190,000</i></b>
PB Americas, Inc.	Financial analysis and project management assistance	\$200,000		\$200,000
Nelson/Nygaard Consulting Associates, Inc.	Paratransit service analysis	\$200,000		\$200,000
Transportation Management & Design, Inc.	Regional and focused area service analysis	\$200,000		\$200,000
	<b>Total</b>	<b>\$950,000</b>	<b><i>\$165,000</i></b>	<b>\$1,115,000</b>

# REQUEST FOR COMMITTEE APPROVAL

## Summary of Proposed Consultant Contract Amendment

Work Item No.: 1517

Consultant: Arup North America, Ltd.  
San Francisco, CA

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: Conduct and oversee the service analysis component of the Transit Sustainability Project.

Project Cost Not to Exceed: \$75,000 (Current contract: \$100,000)

Fiscal Impact: \$66,398 in Federal Transit Administration 5303 funds; \$8,602 in local matching funds; all funds are included in MTC FY 2010-11 budget.

Motion by Committee: That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Arup North America, Ltd. for an amount not to exceed \$75,000 and the Chief Financial Officer is authorized to set aside funds up to \$75,000 for such amendment.

Administration Committee: \_\_\_\_\_  
Tom Bates, Chair

Approved: September 8, 2010

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.: 1517

Consultant: Cambridge Systematics, Inc.  
Oakland, CA

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: Conduct analysis of transit service design and delivery in the region and assist in project management.

Project Cost Not to Exceed: \$90,000 (Current contract: \$100,000)

Fiscal Impact: \$79,677 in Federal Transit Administration 5303 funds; \$10,323 in local matching funds; all funds are included in MTC FY 2010-11 budget.

Motion by Committee: That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Cambridge Systematics, Inc. for an amount not to exceed \$90,000 and the Chief Financial Officer is authorized to set aside funds up to \$90,000 for such amendment.

Administration Committee: \_\_\_\_\_  
Tom Bates, Chair

Approved: September 8, 2010