



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: February 1, 2012

FR: Executive Director

WI: 1612

RE: Contract: Staff Support to the Joint Policy Committee (JPC) – Will Travis
(\$135,000; MTC Share - \$67,500)

Staff requests this Committee's authorization to negotiate and enter into a one year contract with Mr. Will Travis to serve as Policy Advisor to the JPC. The contract will run from February 2012 through January 2013 for an amount not to exceed \$135,000. The funding would be shared by the four JPC agencies, subject to availability of funding from each agency – MTC's share is \$67,500. Based on past practice, we expect that most, if not all of the balance will be funded by the Bay Area Air Quality Management District (BAAQMD).

Background:

As you are aware, Ted Droettboom resigned from his position as the staff coordinator for the Joint Policy Committee (JPC) in mid-2011. At its meeting on January 20, 2012 the JPC recommended that MTC enter into an agreement with Mr. Travis to serve as the Policy Advisor to the JPC. Mr. Travis has recently retired as Executive Director of the Bay Conservation Development Commission (BCDC) effective January 1 of this year. His experience over the past four decades has focused on the very challenges that the JPC is charged to address and his availability presents a unique opportunity to provide experienced support for the JPC's work plan.

The specific provisions of this agreement, as requested by the JPC, are as follows:

1. The agreement term is for one year in an amount not to exceed \$135,000. The hourly rate is \$85.00 per hour. This price is consistent with the hourly rate paid to Bruce Riordan (Elmwood Consulting) for services currently provided to the JPC.
2. The initial contract scope of work will include a two-month effort to work with the JPC Chair, and the chairs and executive directors of the four member agencies, to conduct a thorough review of the JPC's purpose, processes and topics. The scope of work for the remaining contract period would be modified based on the direction to be provided by the JPC in March, as further described below.
3. Mr. Travis will work with and confer neutrally with all four member agencies that comprise the JPC. Mr. Travis would have no special involvement with his former employer, the Bay Conservation and Development Commission (BCDC), other than work associated with the JPC agenda.

Refinement of the Scope of Work

In discussing the proposed contract, the JPC raised a number of important questions about how the JPC coordinates and integrates the planning activities of the four regional agencies and what subjects the JPC should be addressing. They have agreed to take a step back and re-examine how the agencies should work together. This re-examination will take place in February and March of this year with Mr. Travis providing support to the members of the JPC who have been assigned to develop recommendations for consideration at the March JPC meeting. The scope of work for the remaining period of Mr. Travis' contract will be based on the outcome of this meeting.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designee to enter into a sole source contract for Mr. Travis' services on behalf of the JPC for a one-year period beginning February 2012 through January 2013 for an amount not to exceed \$85 per hour and \$135,000 in total. Consistent with past practice, funding for this contract would be shared by the four JPC agencies, subject to the availability of funding from each agency. MTC's share of the total budget would be \$67,500 which is available in the FY 2011-12 agency budget.



Steve Heminger

SH:AF

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract

Work Item No.: 1612

Consultant: Will Travis

Work Project Title: Policy Advisor to the Joint Policy Committee

Purpose of Project: Obtain services to support the JPC's efforts to coordinate policies and facilitate regional planning initiatives as directed by the JPC.

Brief Scope of Work:

- Provide support to the JPC in its re-examination of its roles and responsibilities and serve as the lead coordinator to deliver the JPC's work program and develop recommendations on future work program activities.
- Coordinate JPC Board and Executive Staff meetings.
- Coordinate the JPC's engagement of government agencies, business, and institutional interests.

Project Cost Not to Exceed: \$135,000

Funding Source: Funding will be shared by the four JPC agencies.
MTC Share: \$67,500

Fiscal Impact: \$67,500 included in FY 2011-12 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to enter into a sole source agreement for Mr. Travis' services on behalf of the JPC for a 12-month period beginning February 2012 through January 2013 for an amount not to exceed \$85 per hour and total amount of \$135,000. MTC's share is \$67,500 and the Chief Financial Officer is authorized to set aside this amount for such in FY 2011-12 Agency Budget.

Administration Committee:

Dave Cortese, Chair

Approved: Date: February 8, 2012