



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: February 28, 2012

FR: Deputy Executive Director, Policy

W.I.: 1121

RE: Contract Amendment: Public Participation Program for Plan Bay Area – Davis & Associates (\$40,000)

Staff recommends that this Committee authorize a contract amendment with Davis & Associates, which is part of a panel of pre-qualified consultants approved by this Committee in October 2010, to provide assistance on an as-needed basis with public involvement work related to Plan Bay Area.

Background

Under an existing contract for Plan Bay Area, Davis & Associates is providing general outreach assistance, specifically with the engagement of communities of color and low-income communities in coordination with community based organizations. Their work includes program design, messaging, meeting facilitation services, analysis and summary of public comment, and documentation. The contract provides for these services through the adoption of the Plan in 2013. Past contract actions include: (a) an initial contract for \$25,000 authorized by the Executive Director in December 2010 for as-needed public involvement services; (b) a contract amendment for \$50,000 authorized by this Committee in February 2011 to provide support to the engagement of low income communities in coordination with community based organizations; and (c) a contract amendment for \$70,000 authorized by the Executive Director in October 2011 to complete the winter 2012 workshops with community based organizations. The proposed contract amendment, in an amount not to exceed \$40,000, will be used to continue engagement efforts with the community based organizations in preparation for release of the Draft Plan Bay Area. With this amendment, the contract with the consultant will total \$185,000.

Funding for this contract amendment is included in the FY 2011-12 agency budget.

Recommendation

To assist with public outreach and involvement for Plan Bay Area, staff recommends the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Davis & Associates in an amount not to exceed \$40,000.



Steve Heminger

SH:CA

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract Amendment

Work Item No.: 1121

Consultant: Davis & Associates
San Francisco, CA

Work Project Title: Public Participation Program for Plan Bay Area

Purpose of Project: To assist in implementing a comprehensive public participation program for Plan Bay Area.

Brief Scope of Work: Provide assistance to community based organizations engaged to outreach to communities of color and low-income communities.

Project Cost Not to Exceed: \$40,000 – this amendment
Total contract before this amendment = \$145,000
Total authorized contract amount, with this amendment = \$185,000

Fiscal Impact: Funds are included in MTC FY 2011-12 budget.

Motion by Committee: That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with Davis & Associates for the purposes describes above and in the Executive Director's memorandum dated February 29, 2012, and the Chief Financial Officer is authorized to set aside funds up to \$40,000 for such amendment.

Administration Committee:

Dave Cortese, Chair

Approved:

March 7, 2012