



METROPOLITAN
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Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

July 9, 2014
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at 10:17 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Campos, Dodd, Quan and Sartipi. Commission Chair Worth and Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted and Mackenzie.

Item 2: Consent Calendar:

Committee Chair Tissier noted a revision to Agenda Item 2d. Upon the motion of Commissioner Dodd and the second of Commissioner Campos, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of June 11, 2014.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of May 2014: Report of Operating Income for FY 2013-14; Report of Operating Expenditures for FY 2013-14; Report of Capital Budgets for FY 2013-14; Report of Life to Date Federal Grants Budget; Report of Clipper[®] Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper Projects Disbursement Report. For the month of May, the monthly financial report listed five (5) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through May 2014.

Item 2c: Investment Report

The Committee received the Investment Report for the month of May 2014.

Item 2d: Contract – Priority Development Area (PDA) Development Feasibility and Readiness Assessment Update: Economic & Planning Systems, Inc. (\$250,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a sole source contract with Economic & Planning Systems, Inc. to update the PDA Development Feasibility and Readiness Assessment, including an analysis

of local land use policies, market demand, financial feasibility, site related issues, financing and infrastructure needs. The Chief Financial Officer was authorized to set aside \$250,000 from the FY 2014-15 Agency Budget for this purpose.

Item 2e: Contract Amendment: SharePoint Enterprise Content Management System Development: ShareSquared, Inc. (\$350,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ShareSquared, Inc. to continue to develop and refine, implement and support a SharePoint-based enterprise content management system that delivers capabilities for staff to (1) collaborate on shared project web sites, (2) use electronic forms and workflows, (3) use document management features (e.g., version control), (4) migrate away from storing documents on unmanaged shared file servers, and (5) begin to develop automated records management processes. The Chief Financial Officer was authorized to set aside funds up to \$350,000 from the FY 2014-15 Agency Budget for this purpose.

Item 2f: Contract – Bike Share Technical Assistance and Strategic Plan: Toole Design Group, LLC (\$393,085)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Toole Design Group, LLC (Toole Design) to provide Bay Area Bike Share with technical support for system expansion, including demand analysis of the current and future system and site location, development of a system business model, including a demand and financial threshold for interested jurisdictions, and services related to operational procurement and assistance to local agencies. The Chief Financial Officer was authorized to set aside \$393,085 for such agreement.

Additionally, should staff be unable to enter into a contract with Toole Design, the Executive Director or his designee was authorized to negotiate and enter into a contract with Fehr and Peers to provide consulting services as described above, subject to price and scope negotiation. The Chief Financial Officer was authorized to set aside \$393,085 for such agreement.

Item 2g: Contract Amendment – Pavement Management Technical Assistance Program: Adhara Systems, Inc. (\$200,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Adhara Systems, Inc. to complete the inspection of arterial and residential streets and update the pavement management database for the City of San José as part of the Pavement Management and Technical Assistance Program Round 14. The Chief Financial Officer was authorized to set aside \$200,000 for such contract amendment, subject to the receipt of such funds from the City of San José.

Item 2h: Contract Amendment – Janitorial Services: Customized Janitorial (\$125,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Customized Janitorial, to provide routine janitorial services for MTC offices including vacuuming, polishing, and trash removal and weekly, monthly and quarterly in-depth service including rug shampooing and floor waxing in FY 2014-15. The Chief Financial Officer was authorized to set aside \$125,000 for such contract amendment.

Item 2i: Contract Amendment – Transit Passenger Surveying Services: ETC Institute (\$250,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ETC Institute to continue to collect transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine

regional analytical planning tools. The Chief Financial Officer was authorized to set aside funds in the amount of \$250,000 for such contract amendment.

Item 3: Purchase Orders and Contract Amendment - Project-Based Temporary Staffing Services:

- i.) *Buxton Consulting (\$93,600)*
- ii.) *Mainz Brady Group (\$343,200)*
- iii.) *Robert Half (\$197,600)*
- iv.) *Adecco Professional Staffing/Engineering & Technical (\$121,680)*
- v.) *International Program Services (\$351,520)*
- vi.) *Regional Government Services (\$314,256)*
- vii.) *Contract Amendment: Local Government Services Authority (\$3,722,374)*

Robin James, MTC Human Resources Manager requested approval of the purchase orders and contract amendment, as noted above, with the above providers and in the respective maximum amounts referenced, for project-based temporary staffing services for new initiatives and time-limited planning and operational projects and programs through June 30, 2015.

Upon the motion of Commissioner Campos and second by Commissioner Dodd, the Committee unanimously authorized the Executive Director or his designee to issue purchase orders and to negotiate and enter into a contract amendment to the above vendors to provide project-based temporary staffing services. The Chief Financial Officer was directed to set aside funds in the amounts noted above in FY 2014-15 for such purchase orders and contract amendment.

Item 4: MTC Resolution No. 4155 – Draft Title VI Program

Denise Rodrigues, MTC Contract Compliance Officer, stated that MTC is required to submit periodically to the Federal Transit Administration, as well as the Department of Transportation of the State of California a Draft Title VI Program (Program). Ms. Rodrigues outlined the draft Program for the Committee and stated that staff will present the draft Program to the Policy Advisory Council at its July 2014 meeting and any comments or requested changes will be considered in preparing the final Program before it is presented to the Commission in July 2014, for approval.

Upon the motion of Commissioner Dodd and second by Commissioner Worth, the Committee unanimously agreed to refer MTC Resolution No. 4155 to the Commission for approval.

Item 5: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at 10:23 a.m. The next Committee meeting will be on September 10, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.