



METROPOLITAN
TRANSPORTATION
COMMISSION

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TO: Administration Committee

DATE: May 6, 2015

FR: Executive Director

W.I. 1611

RE: Contract Amendment – On Call Priority Development Area Technical and Staffing Assistance: Nelson Nygaard Consulting Associates (\$100,000)

This memorandum seeks Committee approval to enter into a contract amendment to complete a Priority Development Area (PDA) staffing assistance project – the Livermore Downtown Parking Implementation Plan - totaling \$100,000 with Nelson Nygaard Consulting Associates.

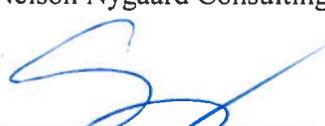
Background

At its April 9, 2014 meeting, this Committee approved a pre-qualified panel of consultants to provide on-call PDA technical and staffing assistance to local jurisdictions and MTC. At its May 28, 2014 meeting, the Commission approved PDA planning, technical and staffing assistance projects, including the Livermore project.

As noted in the Request for Qualifications under which the on-call consultants were selected, MTC awards contracts to projects based on the qualifications and experience of the on-call consultant teams to perform the services best suited for each project or task. To assign the consultant to the Livermore project, MTC and ABAG staff reviewed the statements of qualifications initially submitted by the pre-qualified consultants, as well as the project description included in the PDA staffing assistance application submitted by Livermore. As a result of this review, MTC and ABAG staff identified two consultant teams that were most experienced in the substantive areas under review and a good fit to complete the work associated with the project. To better inform the selection process, these two consultant teams were invited to submit proposals in response to a mini-procurement. One submittal was received by Nelson Nygaard Consulting Associates, which was evaluated by MTC, ABAG and local jurisdiction staff. The proposal was evaluated on 1) approach to the project, 2) team qualifications, knowledge, expertise and experience, 3) schedule and the team's ability to have qualified key staff available and 4) depth, qualifications and management of resources (budget) in relation to scope of work. Based on a favorable evaluation of its proposal, Nelson Nygaard Consulting Associates was selected to complete work for the project. Attachment A includes a summary of Nelson Nygaard Consulting Associates and its project team's small business and disadvantaged business enterprise status.

Recommendation

Staff recommends this Committee authorize the Executive Director or his designee to enter into a contract amendment to complete PDA staffing assistance project - the Livermore Downtown Parking Implementation Plan - for a contract amendment with Nelson Nygaard Consulting Associates in the amount not to exceed \$100,000.



Steve Heminger

SH:TT

Attachment A

		DBE* Firm			SBE** Firm		
Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Nelson Nygaard Consulting Associates			X			X
Subcontractor	Dixon Resources Unlimited	X	pending		X	# 1795473	

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract Amendment

Work Item No.: 1611

Organization: Nelson Nygaard Consulting Associates, San Francisco, CA

Work Project Title: On-Call Priority Development Area (PDA) Technical and Staffing Assistance Projects

Purpose of Amendment: To complete a PDA staffing assistance project - the Livermore Downtown Parking Implementation Plan.

Brief Scope of Work: The following project will be completed: The Downtown Livermore Parking Implementation Plan will include a comprehensive set of short-and intermediate-term actions and an implementation schedule to ensure sufficient access is available for current and future users. The project will allow for further development of the downtown as envisioned in the Downtown Specific Plan, continue to encourage non-auto transportation modes, and balance the needs of pedestrians, bicyclists, and transit users. It will consider various technologies, identify best practices, estimate costs and identify funding sources, and recommend a work program and schedule responding to the unique characteristics of the downtown area.

Cost Not to Exceed: \$995,000 (Existing Agreement)
\$100,000 (Amendment)
Total: \$1,095,000

Funding Source: Surface Transportation Program, Federal Highway Administration

Fiscal Impact: \$100,000 is included in the FY 2014-15 agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Nelson Nygaard Consulting Associates in FY 2014-15 to complete the PDA staffing assistance project as described above and in the Executive Director's Memorandum dated May 6, 2015, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$100,000 from the FY 2014-15 Agency Budget for this purpose.

Administration Committee: _____
Adrienne J. Tissier, Chair

Approved: Date: May 13, 2015