



Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Agenda

Administration Committee

Gina Papan, Chair *Victoria Fleming, Vice Chair*

Wednesday, April 10, 2024

9:40 AM

Board Room - 1st Floor

The Administration Committee is scheduled to meet at 9:40 a.m. or immediately following the 9:35 a.m. BATA Oversight Committee meeting.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building. The meeting webcast will be available at <https://mtc.ca.gov/whats-happening/meetings/live-webcasts>. Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Members of the public participating by Zoom wishing to speak should use the “raise hand” feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: <https://bayareametro.zoom.us/j/83204819589>

iPhone One-Tap: US:

+14086380968,,83204819589# US (San Jose)

+16694449171,,83204819589# US

Join by Telephone (for higher quality, dial a number based on your current location) US:
888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 832 0481 9589

International numbers available: <https://bayareametro.zoom.us/j/83204819589>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/j/83204819589>

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name and agenda item number in the subject line. Due to the current circumstances, there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

Clerk: Carsie Bonner

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,
Hillary Ronen, Sheng Thao
Non-Voting Members: Dina El-Tawansy, Libby Schaaf**

1. Call to Order / Roll Call / Confirm Quorum

A quorum of the Commission/Committee/Authority shall be a majority of its voting members (5).

2. Consent Calendar

- 2a.** [24-0379](#) Approval of Administration Committee Minutes of the March 13, 2024, Meeting.
Action: Committee Approval
Attachments: [2a 24-0379 3-13-2024 Administration Draft Minutes.pdf](#)
- 2b.** [24-0003](#) Contract - Mobility Hubs and Parking Management Technical Assistance Program Consulting Services with NN Engineering, Inc (\$500,000).
Action: Committee Approval
Presenter: Krute Singa
Attachments: [2b 24-0003 Contract Mobility Hubs.pdf](#)
- 2c.** [24-0266](#) Contract Amendment- Procurement and Contracts Training Content: Contiem, Inc. (\$120,000).
Action: Committee Approval
Presenter: Ryan DeCoud
Attachments: [2c 24-0266 Contract Amendment Contiem.pdf](#)
- 2d.** [24-0350](#) Contract Amendment - Transit Connected Network Planning (Transit 2050+): Fehr & Peers (\$310,000).
Action: Committee Approval
Presenter: Kara Vuicich
Attachments: [2d 24-0350 Contract Amendment FehrandPeers.pdf](#)

- 2e.** [24-0353](#) Consultant Bench: 2023 Transportation Electrification Planning and Technical Assistance - Cycle 1 (Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc.; Alternative Energy Systems Consulting, Inc.; Anser Advisory Consulting, LLC; Arcadis, A California Partnership; Arup US, Inc.; AtkinsRealis USA Inc.; CDM Smith Inc.; Center for Sustainable Energy; CLEAResult Consulting Inc.; Deloitte Consulting, LLP; DKS Associates; Dunsky Energy + Climate Advisors; Ernst & Young Infrastructure Advisors LLC; Fehr & Peers; Frontier Energy, Inc.; GHD Inc.; Glumac; Guidehouse Inc.; Hatch Associates Consultants, Inc.; HDR Engineering Inc.; HNTB Corporation; ICF Consulting Group, Inc.; Jacobs Engineering Group Inc.; Kimley-Horn and Associates, Inc.; Matrix Consulting Group, LTD; Mead & Hunt, Inc.; Michael Baker International Inc.; Optony, Inc.; Parsons Transportation Group Inc.; Resource Innovations, Inc.; S Y Lee Associates, Inc.; Sage Renewable Energy Consulting, Inc. DBA NV5; Sam Schwartz Engineering, DPC; Soteria Company, LLC; Stantec Consulting Services Inc.; TRC Environmental Corporation; Willdan Energy Solutions; and WSP USA Inc.).
- Action:*** Committee Approval
- Presenter:*** James Choe
- Attachments:*** [2e 24-0353 TE Bench.pdf](#)
- 2f.** [24-0365](#) Contract Amendment - Transit Performance Monitoring Program: Pierlott & Associates, LLC (\$329,388).
- Action:*** Committee Approval
- Presenter:*** Crystal Giang
- Attachments:*** [2f 24-0365 Contract Amendment Pierlott.pdf](#)
- 2g.** [24-0427](#) International Travel Request: International travel requests for MTC staff participation in events in Perth, Australia.
- Action:*** Committee Approval
- Presenter:*** Dave Vautin
- Attachments:*** [2g 24-0427 International Travel Request.pdf](#)
- 2h.** [24-0371](#) MTC Resolution No. 4576, Revised - Fiscal Year 2023-24 Operating and Capital Budgets, Amendment No. 2.
- Action:*** Commission Approval
- Presenter:*** Oscar Quintanilla Lopez
- Attachments:*** [2h 24-0371 Summary Sheet MTC Resolution No. 4576 Revised FY23-24](#)
[2h 24-0371 MTC Resolution No 4576 Revised.pdf](#)
[2h 24-0371 Attachments A-G MTC Resolution No 4576 Revised.pdf](#)

- 2i. [24-0372](#) MTC Resolution No. 4577, Revised - Fiscal Year 2024-25 Overall Work Program.

Action: Commission Approval

Presenter: Oscar Quintanilla Lopez

Attachments: [2i 24-0372 MTC Resolution No 4577 FY 2023-24 OWP.pdf](#)
[2i 24-0372 MTC Resolution No 4577.pdf](#)
[2i 24-0372 Attachment A MTC Resolution No 4577.pdf](#)

3. Approval

- 3a. [24-0370](#) MTC Resolution No. 4637 - Fiscal Year 2024-25 Overall Work Program.

A request that the Committee refer MTC Resolution No. 4637 - FY 2024-25 OWP collaborative metropolitan transportation planning process involving MTC, the Association of Bay Area Governments (ABAG), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, and other local transportation partners to the Commission for approval. The request includes authorization for the Executive Director to enter into and execute required certifications, assurances, and an Overall Work Program Agreement (OWPA) for federal and state transportation planning grants.

Action: Commission Approval

Presenter: Matt Maloney

Attachments: [3a 24-0370 MTC Resolution No 4637 FY 2024-25 OWP.pdf](#)
[3a 24-0370 MTC Resolution No 4637.pdf](#)

4. Information

- 4a. [24-0051](#) Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Program Update

Staff will update the Committee on the outreach related to, and the performance of the DBE and SBE Programs. Details will be provided on awards, commitments and payments to DBEs/SBE firms under the DBE and SBE Programs from the period of April 1, 2020 through November 30, 2023.

Action: Information

Presenter: Denise Rodrigues and Ryan DeCoud

Attachments: [4a 24-0051 SBE DBE Update.pdf](#)
[4a 24-0051 Attachment A Presentation DBE SBE Update.pdf](#)

5. Public Comment / Other Business

*Commissioners and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

6. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on May 8, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.