



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Committee Members:

*Federal D. Glover, Chair Cindi Chavez, Vice Chair
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,
Hillary Ronen, Amy Worth
Non-Voting Member: Dina El-Tawansy*

Wednesday, May 12, 2021

9:55 AM

Board Room - 1st Floor (REMOTE)

The Administration Committee is scheduled to meet on Wednesday, May 12, 2021 at 9:55 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:50 a.m. BATA Oversight Committee meeting. In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

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.

Attendee Link: <https://bayareametro.zoom.us/j/85925815841>

Or iPhone one-tap: US: +16699006833,,85925815841# or +14086380968,,85925815841#

Or Join by Telephone: (for higher quality, dial a number based on your current location) US:

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 859 2581 5841

International numbers available: <https://bayareametro.zoom.us/j/85925815841>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*9". In order to get the full Zoom experience, please make sure your application is up to date.

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 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.

1. Call to Order / Roll Call / Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Consent Calendar

- 2a. [21-0555](#) Minutes of the April 14, 2021 meeting

Action: Committee Approval

Attachments: [2a - 21-0555 - April 14 Admin Draft Meeting Minutes.pdf](#)

- 2b. [21-0637](#) Contract - Vehicle Miles Traveled Reduction Planning for Priority Development Areas Project: Fehr & Peers (\$539,534)

Action: Committee Approval

Presenter: James Choe

Attachments: [2b - 21-0637 - VMT Reduction Planning Contract.pdf](#)

- 2c. [21-0647](#) International Travel Request

Action: Committee Approval

Presenter: Carol Kuester

Attachments: [2c - 21-0647 - Int'l Travel Request.pdf](#)

3. Approval

- 3a. [21-0364](#) Consultant Bench: 2021 Regional Planning Bench - Cycle 1 (4LEAF, Inc.; Aaron Welch Planning; Acterra: Action for a Healthy Planet; AECOM Technical Services, Inc. ; Alex San Andres; Alta Planning + Design, Inc.; Amira Jackmon; Applied Technology Council; ARUP Americas, Inc. ; Ascent Environmental, Inc.; Atkins North America, Inc.; BAE Urban Economics, Inc.; Baird + Driskell Community Planning; Bang the Table USA LLC; Noelle Bonner (dba Bonner Communications LLC; Center for Creative Land Recycling; CHS Consulting, Inc. (dba CHS Consulting Group); Circlepoint, Inc.; Civic Edge Consulting; CivicKnit; CivicMakers, LLC; Community Design + Architecture, Inc.; Corey, Canapary & Galanis; Craft & Commerce, LLC; Dahlin Group, Inc.; DIALOG Design LP; Diana R. Elrod Consulting; DKS Associates; Economic & Planning Systems, Inc.; Economic Consultants Oregon LTD (dba ECONorthwest); EMC Planning Group Inc; EMC Research, Incorporated; Enterprise Community Partners, Inc. (dba Enterprise Community Partners); Environmental Science Associates; Evan Brooks Associates, Inc. (dba Evans Brooks Associates; Fehr & Peers; Forsyth Street Advisors; Frontier Energy, Inc.; W. Arthur Gensler (dba Gensler), Jr & Associates, Inc.; William R. Gray and Company, Inc. (dba Gray-Bowen-Scott).; David S Greensfelder (dba Greensfelder Commercial Real Estate LLC); Hassell Design LTD; Hatch

Associates Consultants, Inc.; Houseal Lavigne Associates, LLC; HR&A Advisors, Inc.; IBI Group, A California Partnership (dba IBI Group); Impact Sciences; Iveywood Consulting; James F. Lima (dba James Lima Planning + Development); Kearns & West, Inc; Kimley-Horn and Associates, Inc.; Kittelson & Associates, Inc.; Land Econ Group LLC; LeSar Development Consultants; Management Partners, Incorporated; Meyers, Nave, Riback, Silver & Wilson, A Professional Corporation; METROPOLITAN PLANNING GROUP; Michael Baker International, Inc.; Moore Iacofano Goltsman, Inc.; Mintier Harnish, LP; Mithun, Inc.; Nelson\Nygaard Consulting Associates, Inc.; Next Steps Marketing; Opticos Design, Inc.; Page Southerland Page, Inc.; Perkins+Will, Inc.; PlaceWorks, Inc. (dba PlaceWorks); Raimi + Associates, Inc.; Laura Crescimano (RC Design Collaborative, LLC dba SITELAB urban studio); Redhill Group Inc.; Resource Development Associates, Inc.; Rincon Consultants, Inc.; RSG, Inc.; Sam Schwartz Engineering, D.P.C.; Deborah E. Schechter (dba Schechter Consulting); SERA Architects, Inc. (dba SERA Design and Architecture, Inc.); SmithGroup; Sperry Capital Inc.; Steer Davies & Gleave Inc.; Strategic Economics; Symbium Corp.; SZS Engineering Access Inc.; Turner Housing Innovation Labs, Inc; The Concord Group, LLC; T J K M (dba TJKM Transportation Consultants); Toole Design Group, LLC; Trillium Advisors, LLC; Urban Land Institute; Urban Planning Partners; UrbanFootprint, Inc.; Vila Civil, APC; Woodsong Associates; Wallace Roberts & Todd, LLC; WSP USA Inc.)

A request for Committee approval of a pre-qualified Regional Planning Bench of consultants summarized in Attachment A (“Bench”) to provide as-needed planning consulting services to MTC, the Association of Bay Area Governments (ABAG), the Bay Area Housing Finance Authority (BAHFA), and 109 local governments in the Bay Area, including for grants administered through the Priority Development Area and Regional Housing Technical Assistance Programs (PDA Programs). The term of the Bench is through December 30, 2023, with an option to extend for an additional two years to December 30, 2025.

Action: Committee Approval

Presenter: Daniel Saver

Attachments: [3a - 21-0364 - Regional Planning Bench Summary.pdf](#)
[3a - 21-3064 - Regional Planning Bench Presentation.pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, June 9, 2021 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.

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.