



# Metropolitan Transportation Commission Meeting Minutes

Item 2a

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

## Administration Committee

*Gina Papan, Chair*    *Victoria Fleming, Vice Chair*

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Wednesday, April 10, 2024

9:40 AM

Board Room - 1st Floor

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### 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

Chair Papan called the meeting to order at 9:48 a.m.

### 1. Call to Order / Roll Call / Confirm Quorum

**Present:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Vice Chair Fleming,  
Commissioner Glover, Chair Papan and Commissioner Ronen  
**Absent:** 2 - Commissioner Miley and Commissioner Thao

Non-voting members present: Commissioner El-Tawansy  
Non-voting members absent: Commissioner Schaaf  
Ex Officio Voting Members Present: Commission Chair Pedroza

### 2. Consent Calendar

**Upon the motion by Commissioner Chavez and seconded by Commissioner Glover, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Vice Chair Fleming,  
Commissioner Glover, Chair Papan and Commissioner Ronen

**Absent:** 2 - Commissioner Miley and Commissioner Thao

**2a.**    [24-0379](#)    Approval of Administration Committee Minutes of the March 13, 2024, Meeting.

**Action:** Committee Approval

**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

- 2c.**     [24-0266](#)     Contract Amendment- Procurement and Contracts Training Content: Contiem, Inc. (\$120,000).  
          **Action:** Committee Approval  
          **Presenter:** Ryan DeCoud
- 2d.**     [24-0350](#)     Contract Amendment - Transit Connected Network Planning (Transit 2050+): Fehr & Peers (\$310,000).  
          **Action:** Committee Approval  
          **Presenter:** Kara Vuicich
- 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
- 2f.**     [24-0365](#)     Contract Amendment - Transit Performance Monitoring Program: Pierlott & Associates, LLC (\$329,388).  
          **Action:** Committee Approval  
          **Presenter:** Crystal Giang
- 2g.**     [24-0427](#)     International Travel Request: International travel requests for MTC staff participation in events in Perth, Australia.  
          **Action:** Committee Approval  
          **Presenter:** Dave Vautin

- 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

- 2i. [24-0372](#) MTC Resolution No. 4577, Revised - Fiscal Year 2023-24 Overall Work Program.

**Action:** Commission Approval

**Presenter:** Oscar Quintanilla Lopez

### 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

**Upon the motion by Commissioner Glover and seconded by Vice Chair Fleming, referral of the Metropolitan Transportation Commission Resolution No. 46637 - Fiscal Year 2024-25 Overall Work Program was approved to be forwarded to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Vice Chair Fleming, Commissioner Glover, Chair Papan and Commissioner Ronen

**Absent:** 2 - Commissioner Miley and Commissioner Thao

#### 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

Vinay Pimple was called to speak.

#### 5. Public Comment / Other Business

#### 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.**

Chair Papan adjourned the meeting at 10:30 a.m.