



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 18-196

Board Meeting Date: 3/13/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Jim Eggemeyer, Director, Office of Sustainability
Subject: Amended Agreement with Nelson\Nygaard Consulting Associates, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Nelson\Nygaard Consulting Associates, Inc. for the provision of Phase 3 of the Commuter Alternatives Program, including an assessment of the County's commute incentive program and the development of a Transportation Demand Management Plan, extending the agreement end date from June 30, 2018, to June 30, 2019, and increasing the contract amount by \$75,621 for a new amount not to exceed \$175,298.

BACKGROUND:

In April 2017, the County solicited bids from two vendors-Nelson\Nygaard Consulting Associates, Inc. and RSG Consulting-to evaluate the County's Commuter Bus Pilot Program. A multi-departmental evaluation committee with representatives from the County Manager's Office, Human Resources, and the Office of Sustainability evaluated the proposals and selected Nelson\Nygaard based on their experience and responsiveness to the County's needs.

On June 23, 2017, the Office of Sustainability entered into an agreement with Nelson\Nygaard Consulting Associates, Inc. for conducting an evaluation of the San Mateo County Commuter Bus pilot project beginning June 1, 2017, through October 31, 2017, at a total cost not to exceed \$56,615.

On December 22, 2017, the Office of Sustainability amended the agreement with Nelson\Nygaard Consulting Associates, Inc. to establish Commute Alternative Program Goals and develop Transportation Demand Management (TDM) program scenarios beginning December 18, 2017, through June 30, 2018, at a total cost not to exceed \$99,757. These numbers were later discovered to be incorrect, due to a ministerial error. The actual increased amount of the First Amendment was \$42,062, for a not-to-exceed amount of \$99,677.

DISCUSSION:

Since June 2017, the Office of Sustainability has undertaken a comprehensive review of the County's

Commute Alternatives Program including review of the Commuter Bus Pilot Program. As a part of the review, the County has retained Nelson\Nygaard, a commute programs consultant, to evaluate the County of San Mateo's Commute Alternatives Program strategies and provide recommendations on service delivery alternatives.

In Phase 1 of the project, Nelson\Nygaard conducted an evaluation of the San Mateo County Commuter Bus pilot project through an analysis of existing conditions, conducted a peer review of industry best or proven practices, developed an employee outreach campaign through surveys, held focus groups and tabling events, and provided a final report of service recommendations.

On December 22, 2017, the contract was amended in order to complete Phase 2 of the project, which included the development of Commute Alternative Program goals, additional background data and best practices review, and the development of three TDM program scenarios.

Staff is recommending that the current Nelson\Nygaard contract be extended through June 30, 2019 to allow Nelson\Nygaard to complete Phase 3 of the project, which includes additional employee outreach, analysis of the County's commute incentive program, and the development of the final TDM strategy plan.

The resolution contains the County's standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the agreement and resolution as to form.

The assessment and implementation of updated TDM strategies will contribute to the Shared Vision 2025 outcome of an Environmentally Conscious Community by lowering countywide Greenhouse Gas (GHG) emissions by reducing the number of single occupancy vehicles on roadways.

PERFORMANCE MEASURE:

Number of deliverables completed and delivered pursuant to agreement deadlines.	100%
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FISCAL IMPACT:

The term of the amended agreement is agreement is June 30, 2017, through June 30, 2019, and the not-to-exceed amount will increase by \$75,621 for a new total of \$175,298. The increase of the Amendment has been included in the Office of Sustainability's FY 2018-19 Recommended Budget.