

To: Marketing, Planning, & Legislative Committee

Date: August 27, 2026

From: Pranjal Dixit, Manager of Planning

Reviewed by: AMS

SUBJECT: On-Call Planning Services Contract Award

Background:

Many cities and public transit agencies retain planning services on an on-call basis to enlist support when an abundance of projects exceed the agencies' ability to fulfill all demands. Rates are agreed upon up front, and then specific work orders are developed for each project. Consultants must be able to deliver planning services working in collaboration with internal staff and external parties such as municipalities and other transit agencies. The scope of these services can include operations and capital planning, federal, state and/or local project compliance, evaluation of emerging mobility options, and public outreach.

As agencies reimagine post-pandemic services, seek new opportunities for grants, and transition to zero-emission fleets, staff anticipates several projects over the next few years that will likely require assistance from a consultant. This includes a comprehensive onboard passenger survey to provide statistically valid demographic data that is required by Federal Transit Administration (FTA) every five years, as well as updating the agency's Title VI program.

Request For Proposals Process:

Staff worked with legal counsel to develop a Request for Proposals (RFP) and sample agreement to ensure compliance with state and federal requirements. Following the authorization from this Committee, the RFP was released on June 8, 2026, and a pre-proposal conference was held via teleconference on June 17, 2026. The following two firms submitted responsive proposals prior to the July 24, 2026 deadline. Both the proposals met the minimum standards set forth in the RFP.

Prime Consultant	Subconsultants
Kimley-Horn and Associates, Inc.	RouteSprout, Resources Systems Group, and Four Nines Technologies
Fehr & Peers	InfraStrategies, Jarrett Walker & Associates, and Shah Planning & Design

The proposals were reviewed by an evaluation panel consisting of County Connection staff as well as staff from partner agencies based on the following criteria:

Firm Qualifications	30 points
Key Personnel	20 points
Approach and Capacity	30 points
Cost Proposal	20 points
TOTAL	100 points

Both Kimley-Horn and Fehr & Peers were invited for an interview and given the opportunity to present more detail on their proposed approaches for the types of projects that staff anticipates undertaking in the next few years.

While both firms brought well-qualified teams and strong proposals, Kimley-Horn was selected based on technical capabilities that align directly with the agency's immediate priorities which include conducting on-board passenger surveys and updating our Title VI Program and Short Range Transit Plan. They also bring an extensive track record of delivering complex projects for regional partners like the Metropolitan Transportation Commission (MTC), Contra Costa Transportation Authority (CCTA), and several Bay Area transit agencies.

Financial Implications:

The contract will include a not-to-exceed amount of \$1,000,000, but there is no obligation for County Connection to spend that amount. As projects are identified, staff will notify the appropriate Committee, and all work orders will comply with the adopted budget for that year (currently \$150,000 for service planning and development expenses) and grant funding when available.

Recommendation:

Staff recommends awarding a contract for on-call planning services to Kimley-Horn and Associates, Inc. for a three-year base term with two one-year options for an amount not to exceed \$1,000,000.

Action Requested:

Staff requests that the MP&L Committee forward this item to the Board for approval to authorize the General Manager to enter into an agreement with Kimley-Horn and Associates, Inc. for on-call planning services.

Attachments:

None.