South Bay Cities Council of Governments

August 12, 2013

TO: SBCCOG Board of Directors

FROM: SBCCOG Measure R Oversight Committee

SUBJECT: Recommendation to Select SBHP Technical Bench Consultants

BACKGROUND

In June 2010, the SBCCOG Board approved a contract to provide technical assistance for the development and implementation of the South Bay Highway Program (SBHP). The contract was awarded to Iteris, Inc. as prime contractor with the following sub-contractors:

- HDR, INC (formerly InfraConsult, LLC)
- Jacobs
- System Metrics Group, Inc.
- Sharon Greene + Associates

The contract was initially awarded for a three year term (through June 30, 2013). On June 27, 2013, the SBCCOG Board approved an extension of the contract through September 30, 2013 to allow for a smooth transition to a consultant bench management structure and selection of additional bench consultants.

The SBCCOG issued a Request for Proposals on May 24, 2013 to procure a qualified list of consultants that would each be awarded direct as-needed contracts. The current consultants were grandfathered onto the bench as long as they updated their information such as rate structure. Work will be awarded on a task order basis as needed. The SBCCOG held a pre-proposal meeting on June 11, 2013 that was attended by 53 representatives of potential proposers. Thirty eight proposals were received by the June 28, 2013 deadline. An SBCCOG proposal evaluation panel consisting of Jim Goodhart, Ted Semaan from Torrance, Jacki Bacharach, Kim Fuentes, and Steve Lantz reviewed and ranked all of the proposals initially without the costs. Then the evaluation was made considering all of the criteria. The panel determined it was not necessary to interview any proposers before making their determinations.

The proposals were evaluated under the following weighted criteria:

- Technical Approach 30%
- Management Approach 20%
- Team Organization and Commitment 15%
- Qualifications of Team Members 20%
- Firm / Team Capability and Resources 10%
- Cost 5%

Proposers also provided fully-loaded hourly rates based on the actual salaries of their proposed key personnel including their firm's overhead rate and profit rate (fee). In addition, each firm

proposed their estimated direct costs (travel, printing, etc.) and an annual escalation rate over the three year contract term.

The proposers were asked in the RFP to identify their interest in providing specific services in 27 technical support categories. The identified categories will be used to determine which of the firms on the bench will be asked to propose on the task orders. Although 16 firms proposed to support more than half of the 27 categories, 5 firms submitted proposals that identified less than 10 categories, and 17 specialized firms proposed on four or fewer service categories. The evaluation panel recommended a mix of full service and specialized firms to ensure that competitive task order solicitations could be expected in any of the 27 service categories.

The recommended firms and their categories of proposed technical support are summarized in the attached Exhibit 1 matrix. Staff is seeking SBCCOG Measure R Oversight Committee and Board approval by the August 22nd Board Meeting to allow time to execute agreements before the end of the current contracts on September 30, 2013. A sample three-year contract was included in the RFP and proposers were asked to identify any issues or to request waivers from contract terms in their proposals if that was necessary.

The FY 14-19 Metro Budget Request, approved by the SBCCOG Board on November 15, 2012 and by the Metro Board on January 24, 2013, was developed with the assumption that the SBCCOG Transportation Consultant and SBCCOG staff will assume more of the program management and administrative functions currently being provided by the consultants on the Iteris team. The recently-executed funding agreement between Metro and the SBCCOG also reflects areas of technical assistance consistent with the scope of work.

RECOMMENDATION

The Measure R Oversight Committee recommends Board approval of the firms to be included in the SBHP Technical Services Bench as shown in Exhibit 1 and authorization for the Board Chairman to execute contracts with the firms listed in the exhibit.

Attachment C - Exhibit 1 Recommended SBHP Technical Bench Consultants

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Qty.	SCHEDULE III AREAS OF PROPOSED TECHNICAL SERVICES: SBHP Program Development Activities					70, 70		1			0, 10	6. 1	, \c		70, /	3 10	1 (8, 1	0, 7	, (,		
9	Building on previous work by the SBCCOG, South Bay cities, Metro, and Caltrans, provide SBCCOG technical services to support SBHP Implementation Plan Updates and related procedures, identification of candidate projects, candidate project evaluation criteria and performance assessment, and prioritization / selection / scheduling of the candidates and their implementing lead agencies within the SBHP funding plan.	x		x			x		x		x			x >	ĸ			x	x		
12	Provide technical support to the collaborative process used by the SBCCOG, South Bay cities, Caltrans, and Metro for selecting projects for inclusion in the SBHP including determining the lead agency for specific projects.	х	х	х		П	х		х		х	x		x >	x x			х	х		
9	Develop and maintain Candidate Projects List, Funded Projects List, Call for Projects List, and other prioritized lists of SBHP projects.	х					х		T _x		х			x >	x x			x	х		
10	Prepare project readiness analyses: nexus assessment, lead agency confirmation, project scope, schedule, costs, right-of-way needs, implementation status, corridor sequencing / prioritization, and risks, availability of matching funds, and other factors described in the South Bay Highway Implementation Plan Update.	х			х		x		x			x			x X		<u> </u>	X	х		
9	Provide technical assistance to incorporate project-level, corridor-level, and SBHP program-wide Funding Plans into Metro- adopted Short and Long Range Transportation Plans and related annual revenue estimates.	х					х		х		х			x >	х			х	х		
10	Assist the SBCCOG to ensure that the SBHP Program and its projects are properly documented in the required regional, state and federal planning documents (e.g.: Metro LRTP, TIP, RTIP, FTIP, etc.)	х					х		х		х		х	x >	x x			х	х		
11	Provide technical assistance to update the SBHP funding plan and develop a strategy that leverages Measure R funds to the extent possible so as to secure additional federal, state, regional, and private sector funding in cooperation with Metro, Caltrans, SCAG, the SBCCOG, and cities.	х	x	х			х				x	x	x	x >	(х	х		
12	Assist SBCCOG with local, regional, state, federal and private grants development, grant application preparation, and grants management.	х		х		П	х		х		х	x	х	x >	x x			х	х		
8	Provide technical assistance to explore SBHP project acceleration strategies through bonding and other innovative financing techniques.	х		х		\prod			×			x		x >	×	\prod		х	х	\Box	
6	Evaluate the possibility, merits, policies and procedures to establish reimbursement agreements with local jurisdictions to	х					х							x >	×			x	\mathbf{x}		
8	deliver projects earlier using local funds. Provide technical support for the Annual SBHP Metro Budget and schedule development by evaluating and recommending adjustments to SBHP project schedules, budgets and scopes and by providing coordination between the lead agency and other affected jurisdictions, agencies or stakeholders, as well as with consultants and/or contractors working on SBHP	x					x		x		x				x			x	x		
	projects. Provide technical assistance in a review of the appropriate uses of MAP-21 era federal funds for candidate projects in the South Bay Measure R Expenditure Plan; Identify pros and cons of using federal funds for Caltrans projects and those projects that would be implemented by South Bay lead agencies that are eligible federal transportation funding recipients.	х		х			x				x			x >				x	х		
7	Provide technical support in the development of new laws, regulations, policies and procedures that may require intergovernmental collaboration between SBCCOG and its members, Metro, SCAG, state and federal agencies or legislative advocacy by the SBCCOG.			х			х		х					x >	ĸ			х	х		
	SCHEDULE III AREAS OF PROPOSED TECHNICAL SERVICES: Project Development Activities																				
18	Provide technical support (e.g., cost estimates, preliminary designs, traffic, environmental and safety data, etc.) to the SBCCOG and lead agencies to support the preparation of funding applications and grants.	х	х	х	х	х	х	x	x		х	хх		x >	×	х	хх		х		х
21	Prepare PSRs / PSREs, environmental documentation, preliminary designs, schedules and cost estimates and assist lead agencies to complete funding agreements with Metro.	х	<u>, </u>	х	v	\ \	хх		x	Y	y	x x			PS x RE		хх	П	x >	x	х
11	Provide technical support in implementing the SBCCOG policy and procedures related to SBHP project cost over-runs and requests for additional SBHP funding made by lead agencies to the SBCCOG and Metro Board of Directors.	x			1	 ^ 	^ ^	^	T _x			x x			X INL		x x	\forall	x /	+	$\hat{\dashv}$
17	Provide training, professional development to SBCCOG lead agencies on topics such as, but not limited to, project management, risk management, Caltrans and Metro planning processes, federal planning requirements		x x		x	$\dagger \dagger$	х		x		х	x			x	11	x x	x	X	$\dagger \dagger$	
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	Brad Ritter Confi	Del Riche System Control	ardson & French Inc.	religios i	Croup C & Asserts	Hard Har Consulting	HOR ELL INC.	CF Intelling	Jacob	Kimles Lighteen Kimes	Hom & Trans. Inc.	Parti, Parson's Chelmi	Post and Finckethic	The sociates	Chalon Rincon Consultation Rincon Consultation Rincon Consultation Rincon Consultation Rincon	Terry Price & Associations	Moc. Associates	Marker The ociates inc	Consultario	15
	SCHEDULE III AREAS OF PROPOSED TECHNICAL SERVICES: Project and Program Monitoring Activities																			
4	Provide technical support in the ongoing development and use of Metro's web-based Project Management Information System (PMIS)	х			П					х			х			П		x		
5	Review monthly SBHP project reports submitted to Metro by lead agencies into the PMIS system and prepare a monthly progress summary for the SBCCOG on the individual SBHP projects so as to quickly identify when projects are encountering technical or process difficulties that may warrant special attention and assistance by the SBCCOG. Consultant shall determine whether or not on-going Quality Assurance /Quality Control assistance to implementing agencies by the SBCCOG is recommended to help ensure schedule and budget adherence.	x								x	x		x					x		
6	Provide technical/process assistance to implementing agencies for projects which are "red flagged" as a result of the project monitoring process. When such a "red flag" emerges, the SBCCOG may issues a task order for the Consultant to become more deeply involved so as to resolve the identified problems quickly and cost-effectively.	х							х	х	х		х					x		
6	Provide technical support to lead agencies related to invoicing, Federal/State/Metro procedural requirements, staging of projects, and other related tasks to move projects forward as required and requested.	х							х	x		x	х					x		
7	Provide on-going QA/QC assistance to implementing agencies to help ensure schedule and budget adherence.	х		Х	П				Х		Х		Х					х	Ш	
7 4	Provide technical support in the investigation of lead agency requests for funding increases. Track and prepare quarterly SBHP progress and funding reports for the SBHP program as a whole using data gathered for all active SBHP-related funding agreements from submittals into the Metro Project Management Information System (PMIS) and from SBCCOG staff for financial status and consultant invoices and related task order progress reports.	х							x	x	Х	X	x					x		
	SCHEDULE III AREAS OF PROPOSED TECHNICAL SERVICES: SBHP Program Administration Assistance																			
7	Provide SBHP-related technical assistance to SBCCOG Board and Committees including, but not limited to, the Measure R Oversight Committee, the Infrastructure Working Group and the South Bay Signal Forum.			х					х	х			х	х		х		х		
9	Assist SBCCOG with SBHP-related public outreach. Task orders may be issued for community event management, media and press relations and events, preparation of educational materials, website development and content management, social media development, signage, and community outreach related to SBHP projects and the SBHP program as a whole.		x		x			x	x	x		x		х		x			x	
8	Prepare, monitor, and update a meeting action item log that documents issues, follow up actions, responsible parties, and resolutions reached and that documents issues to be incorporated into future SBHP Implementation Plan Updates.								х	х			х	х	х	х		х	х	