

## 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 22<sup>nd</sup> 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.



