Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA

File #: 2017-0679, **File Type:** Contract **Agenda Number:** 18.

PLANNING AND PROGRAMMING COMMITTEE
NOVEMBER 15, 2017

SUBJECT: STATE ACTIVE TRANSPORTATION PROGRAM

ACTION: APPROVE RECOMMENDATIONS

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award and execute a 36-month firm fixed price Contract No. PS44597000 to Evan Brooks Associates, Inc. to prepare 37 grant applications and 56 additional grant applications and greenhouse gas analysis tasks in the amount of $2,170,485 to support Metro and local jurisdiction grant applications to discretionary state funding opportunities, subject to resolution of protest(s), if any.

ISSUE

At its October 2017 meeting, the Metro Board approved the State Active Transportation Program (ATP) Cycle 4 Priorities Framework. To advance Board-adopted priorities that best align with ATP priorities and criteria, the framework established a strategic approach to selecting Metro projects to apply to the ATP and directing grant assistance for ATP Cycle 4. This priorities framework supersedes and replaces the February 2016 ATP Grant Assistance Policy. The framework establishes direction for that portion of grant writing assistance that would be directed to ATP Cycle 4 grants. Note, however, that the grant assistance would also be extended to key state discretionary programs as described herein.

This report recommends that the Board authorize the CEO to approve a contract for these services. Over the past three years, a total of $168.6 million has been awarded to LA County jurisdictions and Metro projects through Metro grant assistance for the ATP; Metro anticipates similar positive impact with services funded by this Contract.

DISCUSSION

On August 3, 2017, Metro staff released a Request for Proposals for a consultant to provide grant-writing assistance for state discretionary grant programs including the ATP, Transit and Intercity Rail Capital Program (TIRCP), Road Repair and Accountability Act of 2017 (SB 1) Programs, and other programs to be identified. The Scope of Services (SOS) sought a consultant team with experience and knowledge in various project types and modes in order to secure a team with the capability to prepare applications for any of the various projects for which Metro may pursue funding. Grant

assistance to other local jurisdictions for the ATP is also included in the SOS.

Anticipated tasks include: reviewing grant program guidelines, supporting project selection, researching, documenting, and presenting data on project need and benefits, preparing draft applications, and preparing and submitting final applications.

DETERMINATION OF SAFETY IMPACT

The recommendations in this report will provide resources to seek funding to improve safety, comfort, and convenience to Metro customers who would benefit from state-supported investments including active transportation, public transit, and goods movement projects.

FINANCIAL IMPACT

The State Policy and Programming Unit has budgeted $900,000 in FY 2018 for grant assistance under this Contract. Because this is a multi-year contract, the Chief Planning Officer will be responsible for budgeting funds for grant assistance in future years.

Impact to Budget

Approving the staff recommendations will have no impact on the FY 2018 Budget. Funds for grant assistance have already been budgeted in the FY 2018 Budget for Cost Center 4420 under Project 405510, Task 05.05.01. This contract will be funded by Prop A, C and TDA admin funds and STIP PPM funds, which are not eligible for bus and rail operations and capital. Funds obtained for first/last mile projects will offset the need for resources to implement the Countywide First/Last Mile Priority Network.

ALTERNATIVES CONSIDERED

The Board could consider not supporting a continuation of grant writing assistance for state discretionary funding programs. That is not recommended, as SB1 has established multiple new discretionary programs in addition to the current State ATP funding opportunities. Past grant assistance has enhanced Metro and LA County applicants' success in securing competitive grant awards. In response to Board interest, special focus is directed to assisting smaller jurisdictions that might not otherwise participate in the programs.

NEXT STEPS

Upon Board approval of these recommendations, staff will:

November 2017 - Release a Letter of Interest solicitation requesting project sponsors to nominate projects for grant assistance

December 2017 - Execute Contract No. PS44597000 with Evan Brooks Associates, Inc. for grant assistance services

January to June 2018 - Manage grant-writing contract and assist with project sponsor coordination

January 2019 - Return to the Board with ATP program recommendations for approval

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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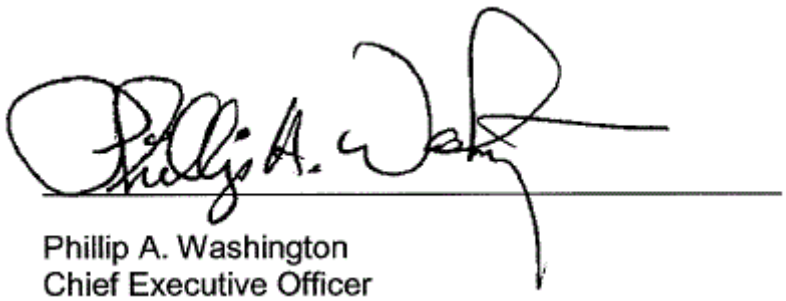

Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

STATE ACTIVE TRANSPORTATION PROGRAM / PS44597000

1.	**Contract Number**: PS44597000	
2.	**Recommended Vendor**: Evan Brooks Associates, Inc.	
3.	**Type of Procurement (check one):** ☐ **IFB** ☒ **RFP** ☐ **RFP–A&E** ☐ **Non-Competitive** ☐ **Modification** ☐ **Task Order**	
4.	**Procurement Dates**:	
	A. Issued: August 3, 2017	
	B. Advertised/Publicized: August 3, 2017	
	C. Pre-Proposal Conference: August 15, 2017	
	D. Proposals Due: September 15, 2017	
	E. Pre-Qualification Completed: November 1, 2017	
	F. Conflict of Interest Forms Submitted to Ethics: October 25, 2017	
	G. Protest Period End Date: November 17, 2017	
5.	**Solicitations Picked up/Downloaded**: 23	**Bids/Proposals Received**: 3
6.	**Contract Administrator**: Brian Selwyn	**Telephone Number**: (213) 922-4679
7.	**Project Manager**: Shelly Quan	**Telephone Number**: (213) 922-3075

A. Procurement Background

This Board Action is to approve Contract No. PS44597000 issued in support of Metro's Countywide Planning Department which requires assistance in preparing new grant applications and revising or rewriting existing, previously submitted applications. Board approval of contract awards are subject to resolution of any properly submitted protest.

The Request for Proposal (RFP) was issued in accordance with Metro's Acquisition Policy and the contract type is firm fixed price. The RFP was issued as a Small Business Set-Aside and was only open to SBE certified firms.

One amendment was issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on August 29, 2017, included a revised Scope of Services and revised Evaluation Criteria. The Scope of Services was revised to update the project milestone schedule. The Evaluation Criteria was revised to remove the Partnering with Small Business criterion that was not applicable.

A pre-proposal conference, held on August 15, 2017, was attended by seven participants representing six firms. There were 17 questions asked and responses were released prior to the proposal due date.

A total of 23 firms downloaded the RFP and were included in the planholder's list. A total of three proposals were received on September 15, 2017.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro's Countywide Planning Department was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- Quality of Consultant Proposal 45 percent
- Project Experience and Staff Available 40 percent
- Price 15 percent

Several factors were considered when developing these weights, giving the greatest importance to Quality of Consultant Proposal.

The three proposals received were determined to be within the competitive range and are listed below in alphabetical order:

1. Chen Ryan Associates, Inc. (CRA)
2. Estolano LeSar Perez Advisors (ELP)
3. Evan Brooks Associates, Inc. (EBA)

The PET members independently evaluated and scored the technical proposals from September 20, 2017 to October 16, 2017.

On October 16, 2017, the PET conducted interviews with the three firms. The firms had an opportunity to present their proposed project manager, the team's qualifications, and respond to the PET's questions. More specifically, the firms were asked to present a focused presentation describing their plans for carrying out the work specified in the subject Scope of Services.

The final scoring after interviews determined EBA to be the highest rated proposer.

Qualifications Summary of Firms within the Competitive Range:

Evan Brooks Associates, Inc. (EBA)

EBA brings together grant writers, land use and transportation planners, sustainability experts, geographic information systems mapping specialists, greenhouse gas analysts, outreach facilitators, and urban graphic designers from the public, non-profit, and private sectors to focus on creating livable communities with mobility choices. Over nearly a decade, EBA has secured approximately $133

million in local, regional, state, and federal grant funding for 44 cities and regional planning agencies in Los Angeles County. EBA has also prepared several active transportation plans for cities in Los Angeles County. EBA has worked in a grant-writing capacity with Metro as part of the 2016 grant assistance consultant team which prepared several successful applications to the programs included in the statement of work for this contract. In their proposal, EBA brings together the same firms who contributed in that endeavor, plus two additional firms to form a team with the direct experience and additional capacity needed to serve Metro's grant-writing needs. EBA and subcontractors Stantec Consulting Services, Inc., Deborah Murphy Urban Design + Planning and WSP will provide grant-writing and technical support services. Subcontractor Safe Routes to School National Partnership will provide quality assurance for grant applications.

Chen Ryan Associates, Inc. (CRA)

CRA was established in November 2011 and provides a full service approach to transportation planning, operations, and design in Southern California. In the past few years, CRA has led several successful grant applications and secured funds in the fields of planning, design, and construction for Southern California local agencies through federal, state, and regional grants. For their proposal, CRA assembled firms that worked together as part of the 2015 Metro grant assistance effort and added two subcontractor firms. While the proposed team, as a whole, has experience with Metro and the programs included in the statement of work for this solicitation, CRA's work plan did not strongly communicate the team's readiness to take on all of the programs involved in this project in a timely manner.

Estolano LeSar Perez Advisors (ELP)

ELP Advisors has expertise in housing, workforce and economic development, sustainability, transportation, and community engagement, with a focus on research and development in those areas. ELP has worked under contract with the Southern California Association of Governments and the California Strategic Growth Council to provide technical and grant writing assistance for applicants to the state Affordable Housing and Sustainable Communities Program. While the proposed team generally has experience with the programs delineated in the statement of work for this solicitation, given the current grant application deadlines, the team did not demonstrate sufficient direct experience or capacity to provide for the scale of Metro's grant assistance needs at this time.

Following is a summary of the PET evaluation scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	**Evan Brooks Associates, Inc.**				
3	Quality of Consultant Proposal	84.44	45.00%	37.99	
4	Project Experience and Staff Available	80.83	40.00%	32.33	
5	Cost	97.27	15.00%	14.59	
6	**Total**		**100.00%**	**84.91**	**1**
7	**Chen Ryan Associates, Inc.**				
8	Quality of Consultant Proposal	78.89	45.00%	35.50	
9	Project Experience and Staff Available	88.33	40.00%	35.33	
10	Cost	73.80	15.00%	11.07	
11	**Total**		**100.00%**	**81.90**	**2**
12	**Estolano LeSar Perez Advisors**				
13	Quality of Consultant Proposal	81.11	45.00%	36.50	
14	Project Experience and Staff Available	75.00	40.00%	30.00	
15	Cost	100.00	15.00%	15.00	
16	**Total**		**100.00%**	**81.50**	**3**

C. Cost Analysis

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), cost analysis, technical analysis, fact finding, and scope of services discussions.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated Amount
1.	EBA	$2,170,485.22	$2,252,124.00	$2,170,485.00
2.	ELP	$2,110,715.56		
3.	Chen Ryan	$2,858,885.50		

D. Background on Recommended Contractor

The recommended firm, EBA, located in Pasadena has been in business for nearly a decade and has experience in the fields of grant writing and management solutions for public sector agencies. The team of EBA consists of subcontractors Stantec

Consulting Services Inc, Safe Routes to School National Partnership (SRTSNP), Deborah Murphy Urban Design + Planning (DMUDP), and WSP USA, Inc. (WSP). EBA's Project Manager (PM) has over 15 years of experience leading complex, multijurisdictional active transportation and grant projects. The PM has served on other Metro contracts including Metro's Rail to Rail/River Active Transportation Corridor Project Alternative Analysis – Segment B and as the EBA lead on the 2016 Metro grant assistance effort. The lead for Stantec has over 12 years of experience in urban planning, real estate strategy, and architecture and served as Deputy PM for the 2016 Metro grant assistance effort. The lead for DMUDP has over 20 years of experience in urban design/planning and grant preparation for public agencies, and had a 100 percent success rate for applications prepared through the 2016 Metro grant assistance effort. The WSP lead specializes in securing federal discretionary grant funds and developing funding strategy plans. The WSP lead has led preparation of applications to the federal FASTLANE grant program and worked with Metro on the financial plan for the Westside Purple Line Extension Section 3. The SRTSNP lead has over 20 years of experience in the nonprofit world writing, contributing to, and editing grant proposals and currently serves as the program and policy director for the Safe Routes to School National Partnership.

EBA, DMUDP and Stantec provided 2016 Metro grant assistance effort that successfully secured $172.6 million in grant funding for Metro and local jurisdiction projects.

DEOD SUMMARY

STATE ACTIVE TRANSPORTATION PROGRAM / PS44597000

A. Small Business Participation

Effective June 2, 2014, per Metro's Board-approved policy, competitive acquisitions with three or more Small Business Enterprise (SBE) certified firms within the specified North American Industry Classification System (NAICS) as identified for the project scope shall constitute a Small Business Set-Aside procurement. Accordingly, the Contract Administrator advanced the solicitation, including posting the solicitation on Metro's website, advertising, and notifying certified small businesses as identified by NAICS code(s) that this solicitation was open to **SBE Certified Small Businesses Only**.

Evan Brooks Associates, Inc., an SBE Prime, made a 39.21% SBE commitment, performing 34.42% with its own workforce. The prime also listed two (2) major firms, Stantec Consulting Services, Inc. and WSP USA, Inc., as non-SBE subcontractors on this project.

SMALL BUSINESS PRIME (SET-ASIDE)

	SBE Contractors	**% Committed**
1.	Evan Brooks Associates, Inc. (Prime)	34.42%
2.	Deborah Murphy Urban Design + Planning	4.79%
	Total Commitment	**39.21%**

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy is not applicable to this Contract.

C. Prevailing Wage Applicability

Prevailing Wage is not applicable to this Contract.

D. Project Labor Agreement/Construction Careers Policy

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract.