

**Board Report**

File #: 2017-0810, **File Type:** Contract**Agenda Number:** 46.

**REGULAR BOARD MEETING
SEPTEMBER 27, 2018****SUBJECT: CONSULTING SERVICES FOR BUS CONTRACTS - PROJECT CONTROL
SUPPORT****ACTION: APPROVE RECOMMENDATION****RECOMMENDATION**

AWARD a cost plus fixed fee Contract No. PS50321 for consulting services for bus contracts, and project control support to Capitol Government Contract Specialists (Capitol GCS), in the not-to-exceed amount of \$1,884,286, for a period of up to 30 months from issuance of a Notice-to-Proceed (NTP), in support of the current bus acquisition contracts, subject to resolution of protest(s), if any.

ISSUE

This action authorizes contract award to Capitol GCS, Inc., a certified SBE firm, to support Metro's designated bus acquisition project management with project control, document management and oversight of the Bus OEM Contractors to ensure performance is consistent with the requirements of the five bus acquisition contracts. The consultant shall apply appropriate program control resources and oversight support services to facilitate and ensure the timely production and delivery of the buses.

BACKGROUND

In summary, contracts for 465 buses have been awarded from the 1005 buses authorized by the Metro Board under RFP Nos. OP28367, and OP29199. Given the pressing timelines to build and deliver these buses which are needed for ongoing support of Bus Operations, as well as the conversion process of Metro Orange Line and Metro Silver Line to zero emission operation, the contracts must run concurrently, necessitating additional supporting resources to assist with management and oversight for the bus builds.

In April 2016, Metro's Board of Directors authorized staff to initiate RFP No. OP28367 for the procurement of up to 1,000 CNG or Zero Emission Transit Buses for replacement of up to 600, 40' transit buses and 400 60' transit buses. Subsequently, four contracts were awarded in response to RFP No. OP28367, one for each vehicle type:

- Part A, 40' CNG buses (base order of 295 buses, awarded to ENC in June 2017)

- Part B, 60' CNG buses (base order of 65 buses, awarded to NF in July 2017)
- Part C, 40' ZE buses (base order of 60 buses, awarded to BYD in July 2017)
- Part D, 60' ZE buses (base order of 35 buses, awarded to NF in July 2017, plus 5 buses added through FTA LoNo Grant in April 2018)

An additional fifth contract for five 60' ZE buses awarded to BYD was also entered into through the Advance Transit Vehicle Consortium (ATVC) in June of 2017.

Capitol GCS, Inc. shall provide support to Metro's designated Project Managers or their designees, with program control and oversight of the five bus contracts to ensure that performance is consistent with the delivery requirements.

The Consultant shall provide, on a task order basis, highly qualified project support staff with expertise in all areas associated with the bus procurements. The scope of services shall include, but not be limited to:

- Provide oversight of project status,
- Identify any potential variances from schedule or delivery requirements,
- Assess and report regularly on project performance,
- Provide a document management system to facilitate the submittal and review process for contract documents and CDRLs,
- Budget and schedule analysis,
- Provide other management and oversight as directed by Metro.

The Diversity and Economic Opportunity Department (DEOD) has determined this project is eligible for the Small Business Set Aside status and has completed an initial evaluation of the Proposer's commitment to meet the SBE goal established for this project.

DETERMINATION OF SAFETY IMPACT

The approval of this contract will have a direct and positive impact to system safety. The procurement of 465 new buses will feature the most current safety and ADA systems available to replace older buses currently in service.

FINANCIAL IMPACT

The total not-to-exceed contract amount is \$1,884,286 and is included in cost center 3320, Vehicle Technology's budget in Capital Projects 201057, 201073, 201074, 201076 and 201077. Since this is a multi-year contract, the cost center manager will be responsible for budgeting the cost in future years.

Impact to Budget

The source of funds are Federal: Urbanized Area Formula 5307, Capital Investment 5309, and Clean Fuels Program 5308 and Local: Measure R 35% and Prop C 40%. Staff will reassess funding

sources and apply other applicable fund sources as they become available.

ALTERNATIVES CONSIDERED

Metro could rely exclusively on internal staff to perform the work. This alternative is not recommended as it would not be cost effective to maintain this level of expertise in-house on a full-time basis. Additionally, it would take staff away from the core operation functions, and would be more costly than contracting these functions out on a task order basis.

The Board of Directors may choose not to authorize the contract award for the project; however, this alternative is not recommended by staff, as this project is critical to support the bus contracts supplying buses needed by Metro to maintain safe, effective service, as well as, to convert the Orange and Silver lines to zero emission operation within the timelines required in the Board Motions. Without the additional contract support the timely delivery of these buses would be at risk.

NEXT STEPS

Upon Board approval, staff will award Contract No. PS50321 and issue Notice-to-Proceed to Capitol Government Contract Specialists (Capitol GCS Inc.) a certified SBE firm. Metro and Capitol GCS, Inc., will mobilize required resources to ensure timely completion of deliverables by the vehicle manufacturers.

ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

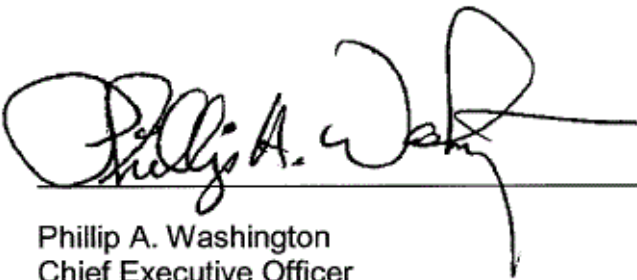
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Phillip A. Washington
Chief Executive Officer

PROCUREMENT SUMMARY

**CONSULTING SERVICES FOR BUS CONTRACTS
PROJECT CONTROL SUPPORT/PS50321**

1.	Contract Number: PS50321	
2.	Recommended Vendor: Capitol Government Contract Specialists Inc. (Capitol GCS)	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: 02.05.18	
	B. Advertised/Publicized: 02.09.18	
	C. Pre-Proposal Conference: 02.13.18	
	D. Proposals Due: 03.07.18	
	E. Pre-Qualification Completed: 06.08.18	
	F. Conflict of Interest Form Submitted to Ethics: 06.15.18	
	G. Protest Period End Date: 07.20.18	
5.	Solicitations Picked up/Downloaded: 71	Bids/Proposals Received: 4
6.	Contract Administrator: Wayne Okubo	Telephone Number: (213)922-7466
7.	Project Manager: Phil Rabottini	Telephone Number: (213)617-6269

A. Procurement Background

This Board Action is to approve Contract No. PS50321 issued to provide and maintain a content management solution, and to assist and augment Metro staff in the project management, administration, and on-time delivery of up to five separate contracts for Zero Emission and Compressed Natural Gas buses. Board approval of contract awards are subject to resolution of any properly submitted protest.

The RFP was issued in accordance with Metro's Acquisition Policy and the contract type is a cost plus fixed fee.

Three amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on February 16, 2018, extended the proposal due date;
- Amendment No. 2, issued on February 28, 2018, clarified scope requirements and evaluation criteria;
- Amendment No. 3, issued on April 13, 2018, requested Best and Final Offers.

A pre-proposal conference was held on February 13, 2018, and was attended by 23 individuals representing 18 different firms. A total of four proposals were received on March 7, 2018.

The proposal evaluation included reviews of the written proposals, clarifications requests and responses, oral presentations, face-to-face discussions, and Best and

Final Offers. These series of evaluation processes were necessary to assess and evaluate the proposers' strengths and weaknesses in their respective technical and price proposals.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Vehicle Technology and Acquisition, and Rail Vehicle Acquisition was convened and conducted a comprehensive technical evaluation of the proposals received.

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

- | | |
|---|------------|
| • Degree of the Team's Skill and Experience | 35 percent |
| • Proposed Resources | 20 percent |
| • Understanding of the Work and Effectiveness of the Execution Plan | 20 percent |
| • Price | 25 percent |

The evaluation criteria are appropriate and consistent with criteria developed for other, similar professional services engagements. Several factors were considered when developing these weights, giving the greatest importance to the proposed team's skill and past performance experience in similar scopes of work in support of rolling stock acquisition contracts.

Of the four proposals received, all were determined to be within the competitive range. The firms within the competitive range are listed below in alphabetical order:

1. Alliance/CMS/O2EPCM JV
2. Capitol GCS, Inc.
3. MARRS Services, Inc.
4. Virginkar and Associates, Inc.

Proposal evaluation began on March 8, 2018. The evaluation team met on March 13, 2018 to discuss the proposals strengths, weaknesses, clarifications, and deficiencies. As a result of this initial evaluation meeting, clarifications were requested and deficiencies were identified to the proposers. All firms were required to clarify and correct deficiencies by March 26, 2018. On March 28, 2018, all deficiencies were deemed to have been corrected and clarifications sufficiently explained. Initial scores revealed that all proposers were within a competitive range, so on April 2, 2018 all proposers were requested to prepare a presentation led by each proposed Project Manager. Presentations were held on April 9, 2018 after which each proposer's strengths and weaknesses were also discussed. Best and Final Offers (BAFO) were then requested on April 13, 2018 with a due date of April 20, 2018. All BAFOs were received and final evaluation and recommendation for award was then made by the PET.

Qualifications Summary of Firms within the Competitive Range:

Capitol GCS

Capitol GCS is a certified Small Business Enterprise (SBE) firm specializing in project management consulting for metropolitan transit agency rolling stock procurements and overhaul programs. Their proposed team provides industry with technical support for transit projects including rolling stock document control systems experience. The technical team includes resources from WSP USA's pool of engineers experienced in transit applications. The proposed document control solution is developed on a Sharepoint platform and supported by WSP and Information Design Consultants, Inc. (IDCI).

Alliance/CMS/O2EPCM JV

The Alliance/CMS/O2EPCM JV chose RailPlan International as its technical partner because of RailPlan's past experience in support of new rolling stock acquisitions, vehicle overhauls, and vehicle maintenance. The team provides program management and project controls support for Metro transit and rolling stock programs and local SBE capability.

MARRS Services, Inc.

MARRS Services, Inc. has teamed with Atkins North America/SNCLavalin as a significant subcontractor for its bus procurement expertise, and KAYGEN for IT programming support. The team provides project control support services to transit agencies for engineering, procurement, and construction.

Virginkar and Associates, Inc.

Virginkar and Associates, Inc. is a certified Small Business Enterprise (SBE) that specializes in rolling stock design, manufacture, assembly, inspection, test, shipping, operations, and maintenance. Virginkar has teamed with STV as its primary technical support service provider, to provide services related to rolling stock procurements and the necessary support services.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Capitol GCS				
3	Degree of the Team's Skill and Experience	7.50	35.00%	26.25	
4	Proposed Resources	8.10	20.00%	16.19	
5	Understanding and Effectiveness of Execution Plan	8.33	20.00%	16.67	
6	Price		25.00%	22.63	
7	Total		100.00%	81.74	1
8	Alliance/CMS/O2EPCM JV				
9	Degree of the Team's Skill and Experience	7.08	35.00%	24.79	
10	Proposed Resources	6.51	20.00%	13.02	
11	Understanding and Effectiveness of Execution Plan	6.83	20.00%	13.67	
12	Price		25.00%	23.99	
13	Total		100.00%	75.47	2
14	MARRS, Inc.				
15	Degree of the Team's Skill and Experience	6.67	35.00%	23.33	
16	Proposed Resources	6.88	20.00%	13.75	
17	Understanding and Effectiveness of Execution Plan	6.78	20.00%	13.56	
18	Price		25.00%	24.34	
19	Total		100.00%	74.98	3
20	Virginkar and Associates				
21	Degree of the Team's Skill and Experience	6.71	35.00%	23.48	
22	Proposed Resources	6.19	20.00%	12.39	
23	Understanding and Effectiveness of Execution Plan	6.75	20.00%	13.50	
24	Price		25.00%	25.00	
25	Total		100.00%	74.37	4

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate competition, an independent cost estimate, cost analysis, technical evaluation, fact finding, and negotiations.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
1.	Alliance/CMS/O2EPCM	\$ 2,056,374	\$ 1,674,560	\$ 1,777,839
2.	Capitol GCS	\$ 2,186,095	\$ 1,674,560	\$ 1,884,286
3.	MARRS, Inc.	\$ 1,835,412	\$ 1,674,560	\$ 1,751,974
4.	Virginkar & Associates	\$ 1,763,606	\$ 1,674,560	\$ 1,705,684

Note that the Metro ICE does not include fee or travel in its calculation.

D. Background on Recommended Contractor

The recommended firm, Capitol GCS, Inc., located in Irvine, California, has been in business since 2011 in the program management consulting field. Capitol GCS has supported a variety of rolling stock acquisition/overhaul support contracts with agencies such as LACMTA, Southern California Regional Rail (Metrolink), North County Transit District, and Washington DC Metropolitan Transit Agency.

DEOD SUMMARY

**CONSULTING SERVICES FOR BUS CONTRACTS
PROJECT CONTROL SUPPORT/PS50321**

A. Small Business Participation

Pursuant to 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**.

Capitol Government Contract Specialists, an SBE Prime, is performing 61.74% of the work with its own workforce and made a total SBE commitment of 88.73%. The prime listed one (1) SBE firm, Information Design Consultants, Inc. and one (1) non-SBE firm, WSP, Inc. as subcontractors on this project.

SMALL BUSINESS SET-ASIDE

	SBE Contractor	SBE % Committed
1.	Capitol Government Contract Specialists (Prime)	61.74%
2.	Information Design Consultants, Inc.	26.99%
	Total Commitment	88.73%

B. Living Wage and Service Contract Worker Retention Policy Applicability

The Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) 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.