

PROCUREMENT SUMMARY

SUPPLEMENTAL ENGINEERING SERVICES (SES) FOR
BUS AND RAIL FACILITIES / AE45752

1.	Contract Number: AE45752	
2.	Recommended Vendor: HDR Maintenance Design Group (MDG)	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: September 7, 2017	
	B. Advertised/Publicized: August 29, 2017	
	C. Pre-Proposal Conference: September 15, 2017	
	D. Proposals Due: October 26, 2017	
	E. Pre-Qualification Completed: TBD	
	F. Organizational Conflict of Interest Review Completed by Ethics: October 30, 2017	
	G. Protest Period End Date: June 25, 2018	
5.	Solicitations Picked up/Downloaded: 101	Proposals Received: 3
6.	Contract Administrator: Rafael Vasquez	Telephone Number: 213.418-3036
7.	Project Manager: Andi Wang	Telephone Number: 213.922.4722

A. Procurement Background

This Board Action is to approve Contract No. AE45752 Supplemental Engineering Services for Bus and Rail Facilities (SES), to supplement Metro's Program Management department resources in providing services in architectural and engineering design for Metro bus and rail facilities related to capital improvement projects, engineering feasibility studies, code analysis and to develop a basis for design, support design review, check calculations, review and respond to RFI's, surveying services, geotechnical study and underground utility identification. The consultant will furnish all of the labor, materials, and other related items required to perform the services on a Contract Work Order basis for a project, under which specific Task Orders will be issued for specific Scopes of Services and Periods of Performance. This SES contract will be supporting the Maintenance of Way (MOW), State of Good Repair, and Transit Asset Management, which are all projects that will see significant investment and a corresponding need for design services in the next three years. Board approval of contract awards are subject to resolution of any properly submitted protest.

The Request for Proposals (RFP) was an Architectural and Engineering (A&E) qualifications based procurement process performed in accordance with Metro Procurement Policies and Procedures, and California Government Code Section 4525-4529.5 for A&E services to select the most qualified firm. The contract type is a cost plus fixed fee. The Contract is for a term of three years with two one-year options.

Two amendments were issued during the solicitation phase of the RFP:

- Amendment No. 1, issued on October 2, 2017, clarified the Submittal Requirements and Evaluation Criteria; added GC-37B clause for Indemnification Design Professional Work, revised Scope of Services, including DBE goal requirements due to federal funding, and deleting SBE goal requirements.
- Amendment No. 2, issued on October 10, 2017, added Certification of Compliance with Metro Lobby Ordinance No. 99-01 and Guidelines (Pro-Form 017);

A total of three proposals were received on October 26, 2017.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro Program Management Capital Improvements Projects was convened and conducted a comprehensive evaluation of the proposals received.

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

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| • Experience and Capabilities of the Firms on the Consultant's Project Team | 30 percent |
| • Key Personnel's Skills and Experience | 30 percent |
| • Effectiveness of Management Plan | 20 percent |
| • Understanding of Work and Appropriateness of Approach for Implementation | 20 percent |

The evaluation criteria were appropriate and consistent with criteria developed for other, similar A&E procurements. Several factors were considered when developing the weightings, giving the greatest importance to the Experience and Capabilities of the Firms on the Consultant's Project Team and Key Personnel's Skills and Experience. This is an A&E, qualifications based procurement; therefore, price cannot be used as an evaluation factor pursuant to state and federal law.

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

1. Gannett Fleming.
2. HDR | Maintenance Design Group.
3. PacRim Engineering.

From November 2017 through early March of 2018, the PET reviewed the three written qualification proposals. On December 19, 2017, the PET met with all three Proposers for oral presentations. The firms were given the opportunity to present on 1) Effectiveness of Management Plan, and 2) Understanding of Work and Appropriateness of Approach for Implementation.

The proposing firms had the opportunity to present their proposed project managers, key personnel and some of their key members, as well as respond to the PET's questions. In general, each Proposer's presentation addressed the requirements of the RFP, experience with all aspects of the required and anticipated tasks, and stressed each proposer's commitment to the success of the contract. Each proposing team was asked questions relative to each firm's previous experience performing work of a similar nature to the Scope of Services presented in the RFP. Sealed cost proposals were received at the time of oral presentations.

During the evaluation process, Requests for Clarifications regarding the proposals were sent to the respective proposers. There were issues addressed consisting of qualifications, skills and experience of key personnel and the principal/lead positions as specified in the RFP Scope of Services.

After the recommendation of the most qualified proposer was approved by the Executive Officer of Vendor/Contract Management (V/CM), the recommended most qualified proposer's cost proposal was opened. V/CM completed its cost analysis and engaged in negotiations with the recommended proposer.

Qualifications Summary of Recommended Firm:

The final scoring was based on evaluation of the written proposals as supported by oral presentations and clarifications received from the Proposers. The PET ranked the proposals and assessed major strengths, weaknesses and associated risks of each of the Proposers to determine the most qualified firm. The results of the final scoring are shown below:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	HDR MDG				
3	Experience and Capabilities of the Firms on the Consultant's Project Team	86.94	30%	26.08	
4	Key Personnel's Skills and Experience	88.39	30%	26.52	
5	Effectiveness of Management Plan	88.92	20%	17.78	
6	Understanding of Work and Appropriateness of Approach for Implementation	85.58	20%	17.12	
7	Total		100.00%	87.50	1

8	GANNETT FLEMING				
9	Experience and Capabilities of the Firms on the Consultant's Project Team	88.22	30%	26.47	
10	Key Personnel's Skills and Experience	86.11	30%	25.83	
11	Effectiveness of Management Plan	86.17	20%	17.23	
12	Understanding of Work and Appropriateness of Approach for Implementation	85.58	20%	17.12	
13	Total		100.00%	86.65	2
14	PACRIM ENGINEERING				
15	Experience and Capabilities of the Firms on the Consultant's Project Team	78.56	30%	23.57	
16	Key Personnel's Skills and Experience	77.06	30%	23.12	
17	Effectiveness of Management Plan	77.42	20%	15.48	
18	Understanding of Work and Appropriateness of Approach for Implementation	77.00	20%	15.40	
19	Total		100.00%	77.57	3

Weighted Scores are rounded up to the nearest second decimal point.

The evaluation performed by the PET determined HDR|MDG as the most qualified firm and team to provide Supplemental Engineering Services for Bus and Rail Facilities, as provided in the RFP Scope of Services. HDR|MDG demonstrated, through their written proposal and oral presentation, their ability to manage projects of a similar nature. The team is highly experienced in delivering similar task order based contracts with an excellent record in client satisfaction.

Members of the team providing services to Metro under other contracts may not be eligible to perform certain tasks under this Contract if their performance would result in an organizational conflict of interest, in accordance with Metro's Organizational Conflict of Interest policy.

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon a cost analysis of labor rates, indirect rates and other direct costs completed in accordance with Metro's Procurement Policies and Procedures. The analysis includes, among other things, a comparison with similar firms, an analysis of rates and factors for labor, and other direct costs upon which the consultant will base its billings. Metro negotiated and established provisional indirect (overhead) rates, plus

a fixed fee based on the total estimated cost for task orders during the contract term to compensate the consultant.

Audits will be completed, where required, for those firms without a current applicable audit of their indirect cost rates, other factors, and exclusion of unallowable costs, in accordance with Federal Acquisition Regulation (FAR) Part 31. In order to prevent any unnecessary delay in contract award, provisional overhead rates have been established subject to Contract adjustments. In accordance with FTA Circular 4220.1.f, if an audit has been performed by any other cognizant agency within the last twelve month period, Metro will receive and accept that audit report for the above purposes rather than perform another audit.

Proposer Name	Proposal Estimate	Metro NTE Estimate	Recommended NTE amount
HDR MDG	\$9,000,000 ⁽¹⁾	\$9,000,000 ^{(2), (3)}	\$9,000,000 ^{(2), (4)}

- (1) The proposal was for rates only and not a total cost since a total level of effort had not been established. The proposal is for a Not To-Exceed-Amount of \$9,000,000. This is a Cost Plus Fixed Fee (CPFF) Task Order Contract. Hourly labor rates, overhead and fee were negotiated and determined to be fair and reasonable.
- (2) FY '19 starts from July 1, 2018 thru June 30, 2019
FY '20 starts from July 1, 2019 thru June 30, 2020
FY '21 starts from July 1, 2020 thru June 30, 2021
- (3) The amount \$9,000,000 is NTE amount for the first three fiscal year contract base period.
- (4) The amount of \$9,000,000 is the Not to Exceed amount for the FY '19 –FY '21 period. Future work will be funded according to an Annual Work Program, on a two year basis. The total contract amount will be the aggregate value of all task orders negotiated with the Consultant through the term of the contract.

The Not-to-Exceed (NTE) estimate for the contract was developed by taking into account the value of Task Orders issued under previous Supplemental Engineering Services (SES) contracts. Previously, there was one SES contract for Bus Facilities and a second SES contract for Rail Facilities. This award is for both Bus and Rail Facilities.

D. Background on Recommended Contractor

Formerly known as Maintenance Design Group (MDG), LLC has been acquired by HDR Engineering, Inc. and going forward will be doing business as HDR | Maintenance Design Group.

Founded in 1995, Maintenance Design Group specialized in planning and design of vehicle and fleet operations and maintenance facilities. The firm employed close to 40 professionals in offices in Denver, Los Angeles, Minneapolis, Houston, Baltimore and Nashville.

For more than a century, HDR has provided engineering, architecture, and construction services. HDR has approximately 10,000 employees, in more than 225 locations around the world.

The HDR| MDG team has worked together for more than a decade. Projects the firms have collaborated on include the Sun Link Streetcar in Tucson, Arizona and the Kansas City Streetcar.

HDR | MDG team has a combined experience of over 20 projects for Metro, including the current SES Bus and Rail contracts. The team has specific bus and rail facility design experience and a history of successful project collaboration including Metro Division 14 Rail Operations and Maintenance Facility, Division 13 Bus Maintenance and Operations Facility, Division 7 Long-Term Programming and Site Analysis, Metro El Monte Transit Center Expansion, and Division 24 Metro Gold Line Operations Campus.