

## PROCUREMENT SUMMARY

ENGINEERING SUPPORT SERVICES FOR VERTICAL TRANSPORTATION  
SYSTEM AND RELATED SERVICES / AE89754000

1.	<b>Contract Number:</b> AE89754000	
2.	<b>Recommended Vendor:</b> Gannett Fleming, Inc.	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> October 11, 2022	
	<b>B. Advertised/Publicized:</b> October 11, 2022	
	<b>C. Pre-Proposal Conference:</b> October 20, 2022	
	<b>D. Proposals Due:</b> November 14, 2022	
	<b>E. Pre-Qualification Completed:</b> September 13, 2023	
	<b>F. Ethics Declaration Forms submitted to Ethics:</b> September 6, 2023	
	<b>G. Protest Period End Date:</b> November 21, 2023	
5.	<b>Solicitations Picked up/Downloaded:</b> 60	<b>Proposals Received:</b> 1
6.	<b>Contract Administrator:</b> Marc Margoni	<b>Telephone Number:</b> (213) 922-1304
7.	<b>Project Manager:</b> Rudy Loera	<b>Telephone Number:</b> (213) 617-6225

**A. Procurement Background**

This Board Action is to approve the award of Contract No. AE89754000 to provide engineering support services for elevators, escalators, canopies, and various other aspects of vertical transportation throughout the Metro transit system on an as-needed basis. Board approval of contract award is subject to resolution of any properly submitted protest.

On October 11, 2022, Request for Proposal (RFP) No. AE89754 was issued as a competitively negotiated procurement in accordance with Metro's Acquisition Policy and the contract type is task order based, firm fixed unit price. The RFP was issued with a Disadvantaged Business Enterprise (DBE) goal of 30%.

Two amendments were issued during the solicitation phase of this RFP. Amendment No. 1 was issued on October 12, 2022 to clarify the Pre-Proposal Conference Access code. Amendment No. 2 was issued on November 10, 2022 to add an administrative DBE form.

The solicitation was available for download from Metro's website and advertised to notify potential proposers of this solicitation. Further, Metro notified potential proposers

identified by the applicable North American Industry Classification System (NAICS) codes.

A total of 60 firms downloaded the RFP and were included on the planholders list. A virtual pre-proposal conference was held on October 20, 2022, with five participants representing five firms in attendance. No questions were asked during the pre-proposal conference.

On November 14, 2022, the proposal due date, a single proposal was received from Gannett Fleming, Inc.

Since only one proposal was received, staff conducted a market survey of the Planholders to determine why they did not submit a proposal. Staff received responses from 7 firms that fell into three general categories:

1. Respondents plan to pursue other open solicitations that aligned more with their company goals;
2. Respondents chose not to pursue this solicitation for their own business reasons (insufficient resources or insufficient subcontractors; deciding this was not the right scope for the firms);
3. Respondent downloaded the RFP only for general information on the overall project in preparation to submit a proposal; but ultimately, elected not to participate.

The market survey revealed that the decisions not to propose were based on individual business considerations. Therefore, the solicitation can be awarded as a competitive award.

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Operations Engineering and Facilities Contracted Maintenance Services was convened and conducted a comprehensive technical evaluation of the proposal received.

The proposal was evaluated based on the following evaluation criteria:

Phase I - Evaluation of Minimum Qualification Requirements: This is a pass/fail criteria. To be responsive to the RFP minimum qualification requirements, the proposer must be ISO 9001:2015 certified, have the required experience in the design, construction, and maintenance of vertical transportation systems and serve as a third-party agent for elevators and escalators governed by Authorities Having Jurisdiction (AHJ), key team members must have an active and valid American Society of Mechanical Engineers (ASME) certification and Professional Engineer license.

Phase II – Weighted Evaluation: Proposers that meet the Phase I Minimum Qualification requirements were evaluated based on the following evaluation criteria and weights:

- Degree of Prime’s Skill and Experience 50 percent
- Proposer’s Team 20 percent
- Management Plan/Approach 30 percent

The evaluation criteria are appropriate and consistent with criteria developed for other, similar Architecture and Engineering (A&E) procurements. Several factors were considered when developing these weights, giving the greatest importance to the degree of Prime’s skill 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.

The evaluation was conducted from December 15, 2022 to January 17, 2023.

The PET independently evaluated and scored the technical proposal and determined that Gannett Fleming, Inc. met the requirements of the RFP and is technically qualified to perform the services as outlined in the scope of services. Staff conducted an audit of the proposed indirect and direct rates, as well as other cost elements, and engaged the firm in fact finding discussions and negotiations.

The following is a summary of the PET scores:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>Gannett Fleming, Inc.</b>				
3	Degree of Prime’s Skill and Experience.	96.00	50.00%	48.00	
4	Proposer’s Team	95.00	20.00%	19.00	
5	Management Plan/Approach	95.57	30.00%	28.67	
6	<b>Total</b>		<b>100.00%</b>	<b>95.67</b>	<b>1</b>

**C. Cost Analysis**

The recommended unit rates have been determined to be fair and reasonable based upon MAS audit findings, an independent cost estimate, cost analysis, fact finding, and negotiations.

Work for this contract shall be authorized through issuance of individual task orders. Each task order will contain a specific scope of services and will be subjected to cost/price analysis, technical evaluation, fact finding, and negotiations to determine price fairness and reasonableness.

**D. Background on Recommended Contractor**

**Gannett Fleming, Inc.**

Gannett Fleming, Inc. (GFI) is an engineering consulting firm established in 1915 and headquartered in Camp Hill, Pennsylvania. It specializes in architectural design, engineering, procurement and construction, geospatial analytics, and resilient and sustainable transportation solutions. Existing vertical transportation clients include Amtrak, Freeport McMoran, Inc., Delaware River Port Authority, TK Elevator Corporation, and Harrah's Casino.

GFI has been providing service to Metro since 1996. It currently provides Maintenance of Way engineering support to Metro and performance has been satisfactory.

The GFI team is composed of vertical transportation subject matter experts, transit specialists and facilities specialists with experience working together for numerous public transportation projects, as well as the personnel management and oversight for such services. GFI has teamed up with 11 subcontractors, ten of which are DBE certified.