

PROCUREMENT SUMMARY

DISADVANTAGED AND SMALL BUSINESS ENTERPRISE CERTIFICATION
SERVICES/PS51863000 – PS51863002

1.	Contract Number: PS51863000 – PS51863002	
2.	Recommended Vendor: Gail Charles Consulting Services HSW Services Small Business Enterprise Utilization Services	
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: May 4, 2018	
	B. Advertised/Publicized: May 4, 2018	
	C. Pre-Proposal Conference: May 14, 2018	
	D. Proposals Due: June 4, 2018	
	E. Pre-Qualification Completed: July 17, 2018	
	F. Conflict of Interest Form Submitted to Ethics: August 8, 2018	
	G. Protest Period End Date: September 24, 2018	
5.	Solicitations Picked up/Downloaded: 31	Bids/Proposals Received: 4
6.	Contract Administrator: Greg Baker	Telephone Number: (213) 922-7577
7.	Project Manager: Dr. Irma Licea	Telephone Number: (213) 922- 2207

A. Procurement Background

This Board Action is to approve the award of bench Contract Nos. PS51863000 through PS51863002, issued for support services in processing applications for eligibility determinations for Disadvantaged Business Enterprise (DBE) certification under the regulations at 49 CFR Part 26 and applications for Small Business Enterprise (SBE) certification under the Metro SBE Program to assist in meeting critical deadlines and assist with compliance services. The Contracts will be for a term of four years, with two, one-year options to be exercised at Metro's sole discretion for a cumulative not-to-exceed amount of \$2,996,820. The services will be performed on an as-needed basis for which task orders will be issued. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

Request for Proposals (RFP) No. PS51863 was issued in accordance with Metro's Acquisition Policy and the contract type is Task Order based. This solicitation was issued under the Small Business Set-Aside Program.

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

- Amendment No. 1, issued on May 17, 2018 clarified the deadline to submit questions to Metro; and

- Amendment No. 2, issued on May 22, 2018 clarified the ordering process under Article IX: Ordering.

A pre-proposal conference was held on May 14, 2018, and was attended by nine participants representing eight firms. Sixteen questions were received and Metro provided responses prior to the proposal due date.

The RFP was downloaded by 31 firms that were included in the planholders list.

Four proposals were received on the due date of June 4, 2018 and are listed below in alphabetical order:

1. Gail Charles Consulting Services, LLC
2. HSW Services
3. InfraWEST
4. Small Business Enterprise Utilization Services

A fifth proposal was received on June 5, 2018; however, the proposal was received after the stated deadline and, therefore, was not accepted and was returned to the Proposer unopened.

B. Evaluation of Proposals

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

The RFP required that all firms must comply with the following Minimum Qualification Requirement on a pass/fail basis:

The firm's owner(s) must have at least five years of demonstrated experience processing and making eligibility determinations for Disadvantaged Business Enterprise (DBE) certification under the regulation 49 CFR Part 26 and Small Business Enterprise (SBE) certification in accordance with Small Business Administration size standards. Metro's SBE program certification standards mirror the DBE certification regulations outlined in 49 CFR Part 26 with the exception that the SBE Program does not have a gender or race requirement.

One of the firms did not meet the minimum qualification requirement based on the information provided in their proposal; therefore, their proposal was not further evaluated.

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

- Prime Consultant Qualifications (Skills and Experience) 40 percent

- Effectiveness of Management Plan/Understanding of Work and Appropriateness of Approach for Implementation 35 percent
- Cost Proposal 25 percent

The evaluation criteria are appropriate and consistent with criteria developed for other, similar type of procurements. Several factors were considered when developing the weights, giving the greatest importance to the prime consultant qualifications (skills and experience).

The PET completed its independent evaluation of the three proposals and determined that all firms were qualified to provide the services required. Each firm’s proposal addressed the requirements of the RFP and demonstrated experience with all aspects of the required tasks.

The recommended firms for the bench are listed below:

Contract No.	Firm
PS51863000	HSW Services, Inc.
PS51863001	Small Business Enterprise Utilization Services
PS51863002	Gail Charles Consulting Services, LLC

All three recommended firms above are Metro Certified SBE.

Qualifications Summary of Firms within the Competitive Range:

Gail Charles Consulting Services, LLC

Gail Charles Consulting Services, LLC (GCCS) is based in Texas and is a Metro certified SBE public transportation consulting firm that provides legal and regulatory technical compliance services to multiple public agencies. GCCS has over 30 years of experience administrating and monitoring construction and professional services contracts for compliance with Federal and state regulations. GCCS is a contractor on the current DBE and SBE Certification Bench and has performed satisfactorily.

HSW Services

HSW Services (HSW) is based in Costa Mesa, California and has been in business since 1998. HSW is a Metro certified SBE firm providing evaluation of DBE/SBE applications according to applicable Federal and state laws. HSW is currently on the DBE and SBE Certification Bench and has performed satisfactorily.

Small Business Enterprise Utilization Services

Small Business Enterprise Utilization Services (SBEUS), based in Placentia, California is a Metro certified SBE firm. Its owner has over 28 years’ experience in administrating Federal programs from Department of Transportation, Department of

Labor, and Small Business Administration. SBEUS is a contractor on the current DBE and SBE Certification Bench and has performed satisfactorily.

C. Cost/Price Analysis

The recommended fixed unit rates from all firms have been determined fair and reasonable based upon adequate price competition and negotiations. Each task order will be alternated to each firm, based on existing workload, and staff availability.

D. Background on Recommended Contractor

All three firms listed above are recommended for award. These firms have been evaluated and determined to be qualified to work on Metro assignments on an as-needed, task order basis. Having multiple contracts in place ensures that Metro's DEOD will have a variety of on-call providers to support its DBE/SBE certification efforts. All three firms are incumbents on the existing DBE and SBE Certification Bench and have successfully supported Metro's effort in processing DBE/SBE certification applications in a timely manner.