

PROCUREMENT SUMMARY

TRIENNIAL PERFORMANCE REVIEWS OF LOS ANGELES COUNTY TRANSIT OPERATORS, INCLUDING METRO OPERATIONS, AND METRO AS THE REGIONAL TRANSPORTATION PLANNING ENTITY  
PS1544301142

1.	<b>Contract Number:</b> PS1544301142	
2.	<b>Recommended Vendor:</b> Ma and Associates	
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.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> 3/25/15	
	<b>B. Advertised/Publicized:</b> 3/25/2015	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> 4/8/2015	
	<b>D. Proposals/Bids Due:</b> 4/23/2015	
	<b>E. Pre-Qualification Completed:</b> 5/28/15	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> 5/14/2015	
	<b>G. Protest Period End Date:</b> July 28, 2015	
5.	<b>Solicitations Picked up/Downloaded:</b> 43	<b>Bids/Proposals Received:</b> 3
6.	<b>Contract Administrator:</b> Linda Rickert	<b>Telephone Number:</b> (213) 922-4186
7.	<b>Project Manager:</b> Armineh Saint	<b>Telephone Number:</b> (213) 922-2369

**A. Procurement Background**

This Board Action is for a procurement issued in support of finding a contractor for the required Triennial Review through the small business set aside program.

The RFP was issued in accordance with Metro's Acquisition Policy and the contract type is a Firm Fixed Price.

A total of three proposals were received on April 23, 2015.

## **B. Evaluation of Proposals/Bids**

A Proposal Evaluation Team (PET) consisting of staff from local programming and from Long Beach Transit was convened and conducted a comprehensive technical evaluation of the proposals received.

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

- |  |            |
|--|------------|
| • Qualifications of the Firm                       | 20 percent |
| • Experience of the Team                           | 20 percent |
| • Understanding of Statement of Work and Work Plan | 45 percent |
| • Price  | 15 percent |

The evaluation criteria are appropriate and consistent with criteria developed for other historical reviews. Several factors were considered when developing these weights, giving the greatest importance to the Understanding of the Statement of Work and the Work Plan.

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

1. BCA Watson
2. LVR International
3. Ma and Associates

The PET met twice. It was determined, based on the above explicit factors, that Ma and Associates offered the best proposal of the three firms. The PET expressed knowledge of all the proposers and staff as some had retired from other agencies. Each proposer was asked questions to clarify parts of their proposals.

### **Qualifications Summary of Firms Within the Competitive Range:**

#### **BCA WATSON RICE LLP**

BCA Watson Rice LLP is a firm of certified public accountants that has performed audits for the LACMTA. In business since 2013, BCA Watson Rice LLP has an office in Torrance. Their team for this review includes the Franklin Hill Group, Altmayer Consulting, Inc. and SGN and Associates. The team includes the services of Dr. Cheryl Stecher, Tom Altmayer and Stephanie Negriff which are three sub-contractors with long histories of planning, design and operations support in transportation service.

## LVR INTERNATIONAL

LVR has been in business since 1994 to address planning, design and operations solutions in transportation. They have provided guidance in parking to the Atlanta Airport and for robot parking in Tokyo, Japan. LVR has been the Project Manager for TDA Triennial Performance Audits in Orange County, San Francisco, San Mateo and other areas.

## MA AND ASSOCIATES

Ma and Associates with Moore and Associates has performed two prior reviews. Ma and Associates has provided 20 years of certified public accounting services in transportation to cities such as Irwindale, La Habra Heights, La Puente, San Dimas and others. Moore and Associates, their sub-contractor, is a firm established in 1991 and is a public transportation specialist.

<b>1</b>	<b>FIRM</b>	<b>Average Score</b>	<b>Factor Weight</b>	<b>Weighted Average Score</b>	<b>Rank</b>
<b>2</b>	<b>BCA Watson</b>				
<b>3</b>	Degree of Prime's Skill	47.50	20.00%	9.50	
<b>4</b>	Experience of the Team	68.75	20.00%	13.75	
<b>5</b>	Understanding of Work and Plan	68.75	45.00%	30.93	
<b>6</b>	Price		15.00%	15.00	
<b>7</b>	<b>Total</b>		<b>100.00%</b>	<b>69.18</b>	<b>2</b>
<b>8</b>	<b>LVR International</b>				
<b>9</b>	Degree of Prime's Skill	47.50	20.00%	9.50	
<b>10</b>	Experience of the Team	62.50	20.00%	12.50	
<b>11</b>	Understanding of Work and Plan	73.75	45.00%	33.18	
<b>12</b>	Price		15.00%	12.78	
<b>13</b>	<b>Total</b>		<b>100.00%</b>	<b>67.96</b>	<b>3</b>
<b>14</b>	<b>Ma and Associates</b>				
<b>15</b>	Degree of Prime's Skill	56.25	20.00%	11.25	
<b>16</b>	Experience of the Team	90.00	20.00%	18.00	
<b>17</b>	Understanding of Work and Plan	91.25	45.00%	41.06	
<b>18</b>	Price		15.00%	13.10	
<b>19</b>	<b>Total</b>		<b>100.00%</b>	<b>83.41</b>	<b>1</b>

### C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon: price analysis, historical experience, technical evaluation and fact finding.

	<b>Bidder/Proposer Name</b>	<b>Proposal Amount</b>	<b>Independent Cost Estimate</b>	<b>Negotiated Amount</b>
1.	Ma and Associates	\$588,192	\$800,000	\$588,192

### D. Background on Recommended Contractor

The recommended firm, Ma and Associates, located in Los Angeles, has been in business for more than 20 years, and has experience in the field of public transportation. Ma and Associates is a LACMTA certified small business. Ma and Associates has worked with the City of Irwindale, City of South El Monte, City of Santa Fe Springs and other area municipalities.

Teamed with Moore and Associates (office in Valencia), the two firms offer more than 50 years total experience of staff in transportation issues and reviews. Moore and Associates has worked with the Sacramento Area Council of Governments, Kern Council of Governments, the Transportation Agency for Monterey County and others.

Together, the team has performed the last two performance reviews for the LACMTA.

### E. 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.

Ma and Associates is an SBE Prime that is performing 35% of the work with its own workforce.

#### **SMALL BUSINESS SET-ASIDE**

	<b>SBE Prime Contractor</b>	<b>SBE % Committed</b>
1.	Ma and Associates (Prime)	35%
	Total	35%