

PROCUREMENT SUMMARY

**CONSTRUCTION MANAGEMENT FOR BUS FACILITIES CAPITAL PROGRAM/
PS601800026331**

1.	Contract Number: PS601800026331	
2.	Recommended Vendor: MARRS Services, Inc.	
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: March 23, 2016	
	B. Advertised/Publicized: March 23, 2016	
	C. Pre-proposal/Pre-Bid Conference: April 1, 2016	
	D. Proposals/Bids Due: April 27, 2016	
	E. Pre-Qualification Completed: September 6, 2016	
	F. Conflict of Interest Form Submitted to Ethics: September 22, 2016	
	G. Protest Period End Date: Fifteen Calendar Days after Notification of Intent to Award	
5.	Solicitations /Downloaded: 140	Bids/Proposals Received: 10
6.	Contract Administrator: Josie Mellen	Telephone Number: 213-922-1105
7.	Project Manager: James Gleig	Telephone Number: 213-922-7453

A. Procurement Background

This Board Action is to approve Contract No. PS601800026331 issued in support of Contract Management Support Services (CMSS) related to Bus projects. The scope of the Contract is to support design reviews, construction management and administration to ensure the construction of various projects are administered and completed in compliance with contract requirements and government regulations. Board approval of contract awards are subject to resolution of all properly submitted protests.

The RFP was issued in accordance with Metro's Acquisition Policy and the contract type is a cost plus fixed fee. One amendment was issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on April 6, 2016, extended the proposal due date through April 27, 2016 and provided the pre-proposal documents.

A total of ten proposals were received on April 27, 2016. The procurement was designated as a Small Business Prime set-aside solicitation, meeting the threshold requirements for Metro's certified SBE vendor registration program. Each of the firms were Metro certified in one or more of the following North American Industry Classification System (NAICS) codes: 236220, 541330, 541618 or 541618. Metro held a pre-proposal conference on April 1, 2016, in the Metro Library on the 15th floor of the Gateway Building. There were 51 firms that signed in at the pre-proposal conference. There were 140 registered plan holders who downloaded the RFP

package. The Questions and Answers were e-mailed to all planholders on April 15, 2016.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET), consisting of staff members from Metro's Facilities Engineering Operations and Construction Management departments, was convened and conducted a comprehensive technical evaluation of the proposals received.

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

- | | |
|---|------|
| • Experience and Capabilities of Firms on the CMSS Team | 20% |
| • Staff Skills and Experience | 50 % |
| • Management Plan and Control | 30% |

The evaluation criteria are appropriate and consistent with criteria developed for other, similar Architect and Engineers (A&E) solicitations. Several factors were considered when developing these weights, giving the greatest importance to the staffing.

This is an A&E, qualifications based procurement. Price cannot be used as an evaluation factor pursuant to state and federal law.

On June 20, 2016, the scoring of the written proposals was completed, and resulted in three proposers within the competitive range. The three firms within the competitive range are listed below in alphabetical order:

1. Athalye
2. MARRS Services, Inc. (MARRS)
3. PMCS

Seven firms were determined to be outside the competitive range and were not included for further consideration.

The PET invited the three proposers to oral presentations on July 26, 2016. Each of the firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the evaluation committee's questions. Each team was asked questions relative to each firm's proposed alternatives and previous experience.

The final scoring included evaluation of written proposals supported by oral presentations from the proposers' proposed key personnel.

On July 25, 2016, an e-mail was sent by Athayle, the third ranked firm, voluntarily withdrawing from their scheduled oral presentation. The contract administrator confirmed the voluntary withdrawal by e-mail on July 29, 2016.

Qualifications Summary of Recommended Firm:

The evaluation performed by the PET, in accordance with RFP defined criteria, determined MARRS as the most qualified firm to provide Construction Management Support Service. After the PET recommendation was approved by EO, V/CM (Interim), the MARRS cost proposal was opened; a cost analysis was performed along with a request for an audit, and negotiations.

MARRS provides relevant bus experience working for multiple transportation agencies such as Metro, OMNI, Foothill Transit and OCTA, on design and construction management projects. Their proposal provided relevant report samples such as cost tracking and monthly status reports. In addition, all proposed key personnel had relevant bus experience, especially the proposed project manager and resident engineer.

MARRS and their team demonstrated they are well-skilled in providing the scope of services at the level required by this Contract, and have the capabilities to provide staffing for task order assignments that may be issued under this Contract. Therefore, the PET recommends MARRS as the most qualified firm according to the evaluation criteria.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	MARRS Services				
3	Experience & Capabilities of Firms on the CMSS' Team	85.70	20.00%	17.14	
4	Staff Skills and Experience	89.50	50.00%	44.75	
5	Management Plan and Controls	83.05	30.00%	24.92	
6	Total		100.00%	86.81	1
7	PMCS				
8	Experience & Capabilities of Firms on the CMSS' Team	69.35	20.00%	13.87	
9	Staff Skills and Experience	75.66	50.00%	37.83	
10	Management Plan and Controls	78.04	30.00%	23.41	
11	Total		100.00%	75.11	2
12	Athayle				
13	Experience & Capabilities of Firms on the CMSS' Team	74.48	20.00%	15.69	

14	Staff Skills and Experience	77.10	50.00%	38.55	
15	Management Plan and Controls	82.82	30.00%	24.85	
16	Total		100.00%	79.09	3

C. Cost/Price Analysis

The cost analysis included verification of the certified payroll records of each proposed direct labor classification, and examination of labor rates on a previous contract no. PS 100800-2641, Metro Bus Facilities Construction Management Consultant. Metro negotiated and established provisional overhead rates plus fixed fee for the total estimated costs for each Task Order. The pricing for each Task Order will use the Contract defined fixed direct labor rates, provisional overhead rates plus the negotiated fixed fee factor to establish a lump sum price, a cost-plus-fixed-fee amount.

An audit request will be submitted to Metro Management Audit Services (MASD) to perform an audit of the provisional overhead rates. In order to prevent any unnecessary delay in contract award, provisional rates have been established subject to retroactive adjustments. In accordance with FTA Circular 4220.1.F, if an audit has been performed by any other cognizant Federal or State government agency within the last twelve month period, Metro will receive and accept that audit report for the above purposes rather than perform another audit.

A fair and reasonable audit for all future Task Orders will be determined based upon a cost analysis, technical evaluation, fact finding, and negotiations, before issuing work to the Consultant.

Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
MARRS Services, Inc.	\$3,000,000.00	\$2,985,035.00	\$3,000,000.00

D. Background on Recommended Contractor

The recommended firm, MARRS Services, Inc. (MARRS), located in Fullerton, California, has been in business for twenty-seven years and is a leader in the construction management field. MARRS' recently completed project is the Metro's bus capital improvement project – Division 13 Maintenance and Operations Facility and the upgrade and modernization projects for Metro Divisions 1, 2, 3, 5, 6, 7, 8, 9,10,15,18 and 20. The key personnel proposed have solid bus project experience especially the proposed project manager who has extensive bus experience. The resident engineer also has good bus project experience.

MARRS was the incumbent prime consultant on the previous CMSS contract and was awarded the contract in 2011.