

PROCUREMENT SUMMARY

ENVIRONMENTAL COMPLIANCE AND SUSTAINABILITY SUPPORT SERVICES
/AE51181EN084

1.	Contract Number: AE51181EN084	
2.	Recommended Vendor: Burns & McDonnell	
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 7, 2018	
	B. Advertised/Publicized: March 5, 2018	
	C. Pre-Proposal Conference: March 21, 2018	
	D. Proposals Due: May 10, 2018	
	E. Pre-Qualification Completed: September 10, 2018	
	F. Organizational Conflict of Interest Review Completed by Ethics: June 13, 2018	
	G. Protest Period End Date: November 16, 2018	
5.	Solicitations Picked up/Downloaded: 177	Proposals Received: 6
6.	Contract Administrator: Daniel A. Robb	Telephone Number: 213.922-7074
7.	Project Manager: Cris Liban	Telephone Number: 213.922-2471

A. Procurement Background

This Board Action is to approve Contract No. AE51181EN084 Environmental Compliance and Sustainability Support Services to support Metro's Environmental Compliance and Sustainability Department (ECSD) in providing environmental support services for projects in varying stages to include managing and supporting environmental compliance, environmental services, and project delivery of Metro's Capital Program, green procurement, and sustainable operations.

ECSD is responsible for managing the environmental compliance of large transportation capital program, sustainability, and environmental compliance associated with environmental activities within the agency associated with Metro's operations. It also provides project management support to Metro Planning and Operations projects and initiatives. The consultant will furnish all of the labor, materials, and other related items required to support performance of the environmental services on a Contract Work Order basis, under which specific Task Orders will be issued for specific Scopes of Services and Periods of Performance. 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's Procurement Policies and Procedures, and California Government Code §4525-4529.5 for A&E services. The contract type is a Cost Plus Fixed Fee (CPFF). The Contract is for a base term of three years and two one-year options.

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

- Amendment No. 1, issued on March 27, 2018, clarified the Submittal Requirements and Evaluation Criteria;
- Amendment No. 2, issued on April 5, 2018, added Certifications to the RFP Package;
- Amendment No. 3, issued on April 20, 2018, clarified the Compensation and Payment Section A and the Exhibit 6 Proposal Letter.

A total of six proposals were received on May 5, 2018.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro Construction Management and Metro Environmental Compliance and Sustainability Support Services 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:

- Experience and Capabilities of the Firms on the Team.....(25%)
- Experience, Qualifications and Capabilities of Personnel.....(40%)
- Understanding and Approach to Service Delivery.....(31%)
- DBE Contracting Outreach and Mentor Protégé Approach.....(4%)

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, Qualifications and Capabilities of the Personnel on the Project Team and Understanding and Approach to Service Delivery. Since this is an A&E, qualifications based procurement, price could not and cannot be used as an evaluation factor pursuant to state and federal law.

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

1. Arcadis-US.
2. Burns & McDonnell
3. HDR Engineering, Inc.
4. Kleinfelder, Inc.
5. Metroplus (A joint venture of Marrs, Alta Environmental and Louis Berger)
6. PSM Partners for Sustainable Metro (A Joint Venture of Anil Verma and Ecology and Environmental, Inc.)

During the month of May 2018, the PET reviewed the six written proposals. From June 11, 2018 through June 13, 2018, the PET met with all six Proposers for oral presentations. The firms were given the opportunity to present on 1) Experience Qualifications and Capabilities of Personnel, and 2) Understanding of Work and Approach to Service Delivery.

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.

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

1	Firm/Evaluation Factor	Average Score	Factor Weight	Weighted Average Score	Rank
2	Burns & McDonnell				
3	Experience, Qualifications and Capabilities of the Firms on the Team	84.60	25%	21.15	
4	Experience Qualifications and Capabilities of the Personnel	86.00	40%	34.40	
5	Understanding and approach to service delivery	85.35	31%	26.46	

6	COMP	100	4%	4.00	
7	Total		100.00%	86.01	1
8	Arcadis-US				
9	Experience, Qualifications and Capabilities of the Firms on the Team	81.68	25%	20.42	
10	Experience, Qualifications and Capabilities of the Personnel	86.00	40%	34.40	
11	Understanding and Approach to Service Delivery	82.97	31%	25.72	
12	COMP	100	4%	4.00	
13	Total		100.00%	84.54	2
14	Kleinfelder, Inc.				
15	Experience, Qualifications and Capabilities of the Firms on the Team	82.80	25%	20.70	
16	Experience, Qualifications and Capabilities of the Personnel	84.75	40%	33.90	
17	Understanding and Approach to Service Delivery	81.16	31%	25.16	
18	COMP	100	4%	4.00	
19	Total		100.00%	83.76	3
20	HDR				
21	Experience, Qualifications and Capabilities of the Firms on the Team	79.40	25%	19.85	
22	Experience, Qualifications and Capabilities of the Personnel	86.50	40%	34.60	
23	Understanding and Approach to Service Delivery	79.81	31%	24.74	
24	COMP	100	4%	4.00	
25	Total		100.00%	83.19	4
26	Metroplus JV				
27	Experience, Qualifications and Capabilities of the Firms on the Team	80.80	25%	20.20	
28	Experience, Qualifications and Capabilities of the Personnel	81.00	40%	32.40	
29	Understanding and Approach to Service Delivery	84.32	31%	26.14	
30	COMP	100	4%	4.00	
31	Total		100.00%	82.74	5
32	Partners for Sustainable Metro				

33	Experience Qualifications and Capabilities of the Firms on the Team	77.20	25%	19.30	
34	Experience, Qualifications and Capabilities of the Personnel	75.50	40%	30.20	
35	Understanding and Approach to Service Delivery	74.77	31%	23.18	
36	COMP	100	4%	4.00	
37	Total		100.00%	76.68	6

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

The evaluation performed by the PET determined Burns & McDonnell as the most qualified firm and team to provide Environmental Compliance and Sustainability Support Services, as provided in the RFP Scope of Services. What distinguished Burns & McDonnell was their demonstration, through their written proposal and oral presentation, of substantial experience, qualifications, and capabilities of the firms and personnel on the team. Burns & McDonnell presented a thorough understanding and approach to service delivery and a clear understanding of Metro’s needs and operations, goals, methods, and resource allocations. The firm demonstrated that their team has the capability to provide staffing for the type of task order scopes that may be issued under this Contract. The team is highly experienced in delivering similar task order based contracts with an excellent record in client satisfaction for similar projects around the U.S and on Metro projects by some of the subconsultants on their team.

C. Cost/Price Analysis

The proposed costs have 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 factor that will establish a fixed fee based on the total estimated cost for each task order 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 Estimate	Recommended NTE amount
Burns McDonnell	N/A ⁽¹⁾	\$39,442,003.40 ⁽²⁾	\$18,000,000 ⁽³⁾

- (1) A proposal amount was not applicable. This is a Cost Plus Fixed Fee (CPFF) Task Order Contract with no definable level of effort for the Scope of Work. Hourly labor rates, overhead and fixed fee rate were negotiated and determined to be fair and reasonable.
- (2) An estimated cost was determined for each project using past costs for ECSD support of projects over a five year period.
- (3) The recommended not-to-exceed amount of \$18,000,000 is for the basic three year term of the contract. Future work will be funded according to an Annual Work Program. The total contract amount will be the aggregate value of all task orders negotiated with the Consultant through the term of the contract.

D. Background on Recommended Contractor

Burns & McDonnell is a \$3 billion transportation environmental and energy engineering/construction firm with a lengthy history in transportation, coupled with local presence, technical depth, and experience providing environmental compliance and sustainability support services with multiple Southern California offices that include more than 200 professionals. Much of Burns & McDonnell's work has been on long, linear, highly-visible local projects with extensive environmental and sustainability components. Burns & McDonnell has assembled a team of experts and qualified subcontractors to help support Metro's anticipated needs. The team consists of very capable, experienced companies, including eighteen DBE subcontractors that have a strong understanding of the project goals.