

PROCUREMENT SUMMARY

**CEQA/NEPA & ENVIRONMENTAL COMPLIANCE SERVICES
CONTRACT NUMBER PS77530**

1.	Contract Number: RFP No. PS77530	
2.	Recommended Vendor: ICF Jones & Stokes, 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 : November 3, 2021	
	B. Advertised/Publicized: November 3, 2021	
	C. Pre-Proposal Conference: November 16, 2021	
	D. Proposals Due: March 10, 2022	
	E. Pre-Qualification Completed: May 19, 2022	
	F. Conflict of Interest Form Submitted to Ethics: March 16, 2022	
	G. Protest Period End Date: October 31, 2022	
5.	Solicitations Picked up/Downloaded: 134	Proposals Received: 5
6.	Assistant Contract Administrator: Stephen Tsang	Telephone Number: 213-922-7125
7.	Project Manager: Robert Pak	Telephone Number: 213-922-2206

A. Procurement Background

This Board Action is to approve Contract No. PS77530, CEQA/NEPA & Environmental Compliance Services, that will support Metro in the performance of Metro's responsibilities for the multiple Capital Projects. The resultant Contract will be Federal, state and locally funded and is subject to fiscal year funding.

Board approval of contract awards are subject to resolution of any properly submitted protest.

The Scope of Services (SOS) of the CEQA/NEPA & Environmental Compliance Services is to plan, organize, and perform environmental compliance under the general direction of Metro staff and in cooperation with professional consulting firms, general construction contractors, and other contractors commissioned by Metro. As part of the specific work tasks, the Contractor may be required to coordinate with regulatory agencies as requested by Metro. Architect and Engineering professional services involving survey, assessment, engineering, monitoring at any given Metro site are to be identified and carried out.

The Request for Proposal (RFP) was an Architecture and Engineer (A&E), qualifications-based procurement process performed in accordance with Los Angeles County Metropolitan Transportation Authority (Metro) Procurement Policies and Procedures, and California Government Code §4525-4529.5 for Architectural and Engineering services. The contract type is a Cost-Plus Fixed Fee (CPFF) for a term of three (3) years plus two (2) one (1)- year options. The RFP was issued on November 3, 2021. A virtual pre-

proposal conference was held on November 16, 2021, in accordance with the California Governor Executive Order N-33-20 related to COVID-19. One hundred Thirty-four (134) individuals from various firms picked up or downloaded the RFP Package.

Seven (7) Amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on November 19, 2021, to add SBE/DVBE Submittal Requirements.
- Amendment No. 2, issued on December 28, 2021, to Extend the Proposal Submission Date from Jan 5, 2022, to February 10, 2022.
- Amendment No. 3, issued on February 1, 2022, to Extend the Proposal Submission Date from February 10, 2022, to March 10, 2022.
- Amendment No. 4, issued on February 5, 2022, to add Diversity & Economic Opportunity Department SBE/DVBE requirements.
- Amendment No. 5, issued on April 7, 2022, to remove Exhibit D-Diversity and Economic Opportunity Department Contract Compliance Manual (RC-FTA) Section 400 - Contract compliance Monitoring - §403.A.4 and Amendment 4 - COMP Program – Protégé Pre-Assessment Form.
- Amendment No. 6, issued on April 8, 2022, to delete DEOD COMP requirement entirely.
- Amendment No. 7, issued on April 13, 2022, to inform all Proposers to submit their Revised Proposals, if any, at 2:00pm on Monday, April 18, 2022.

A total of five (5) proposals were received on March 10, 2022, from the following firms, in alphabetical order:

1. Burns & McDonnell Engineering Co. Inc.
2. ICF Jones & Stokes, Inc.
3. Impact Sciences, Inc.
4. Kleinfelder, Inc.
5. Michael Baker International, Inc.

B. Evaluation of Proposals

A diverse Proposal Evaluation Team (PET) consisting of staff from Mobility Corridor Team 2 and Environment Compliance 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 Firms on the Team..... (20%)
- Skill and Capability of Individuals on the Team..... (25%)
- Effectiveness of Management Plan..... (25%)

- Project Understanding and Approach..... (30%)

Total 100%

The evaluation criteria are appropriate and consistent with criteria developed for other A&E procurements. Several factors were considered when developing the weightings, giving the greatest importance to the Project Understanding and Approach.

This is an A&E, qualifications-based procurement with federal funding; therefore, price cannot be used as an evaluation factor pursuant to state and federal law.

During the month of April 2022, the PET evaluated the five (5) written proposals. From April 5, 2022, through April 7, 2022, Metro held a virtual Oral Presentations with all five (5) proposing firms.

The proposing firms had the opportunity to present their key personnel, 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 to stress 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 SOS presented in the RFP. Sealed cost proposals were received from the five (5) proposers at the time of oral presentations.

The Proposal Evaluation Team (PET) ranked the five (5) 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:

Firm	Average Score	Factor Weight	Weighted Average Score	Rank
ICF Jones & Stokes, Inc.				
Experience and Capabilities of Firms on the Team	94.15	20%	18.83	
Skill and Capability of Individuals on the Team	95.68	25%	23.92	

Effectiveness of Management Plan	94.68	25%	23.67	
Project Understanding and Approach	94.23	30%	28.27	
Total		100.00%	94.69	1
Kleinfelder, Inc.				
Experience and Capabilities of Firms on the Team	92.00	20%	18.40	
Skill and Capability of Individuals on the Team	93.68	25%	23.42	
Effectiveness of Management Plan	95.00	25%	23.75	
Project Understanding and Approach	92.67	30%	27.80	
Total		100.00%	93.37	2
Michael Baker International, Inc.				
Experience and Capabilities of Firms on the Team	91.75	20%	18.35	
Skill and Capability of Individuals on the Team	93.08	25%	23.27	
Effectiveness of Management Plan	91.68	25%	22.92	

Project Understanding and Approach	91.90	30%	27.57	
Total		100.00%	92.11	3
Burns & McDonnell Engineering Co. Inc.				
Experience and Capabilities of Firms on the Team	91.35	20%	18.27	
Skill and Capability of Individuals on the Team	90.72	25%	22.68	
Effectiveness of Management Plan	92.60	25%	23.15	
Project Understanding and Approach	88.33	30%	26.50	
Total		100.00%	90.60	4
Impact Sciences, Inc.				
Experience and Capabilities of Firms on the Team	87.90	20%	17.58	
Experience and Capabilities of the Key Personnel	89.12	25%	22.28	
Effectiveness of Management Plan	91.68	25%	22.92	
Project Understanding and Approach	91.67	30%	27.50	
Total		100.00%	90.28	5

* Weighted scores are rounded to the nearest second decimal point.

C. Cost/Price Analysis

A cost analysis of the elements of cost including labor rates, indirect rates, and other direct costs was completed in accordance with Metro's Procurement Policies and Procedures, including fact-finding, clarifications and cost analysis and the cost elements were determined to be fair and reasonable. Metro negotiated and established direct cost rates and provisional indirect cost rates, plus a fixed fee factor to establish a fixed fee amount based on the total estimated cost of performance of the Scope of Services for each Task Order, during the contract term.

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 indirect cost rates have been established subject to retroactive Contract adjustments upon completion of any necessary audits. 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: ICF Jones & Stokes, Inc.			
Contract Duration	Proposal Amount	Metro ICE	NTE Funding Amount
Base Period – 3 Years	(1)	\$14,166,384.73 (2)	\$14,166,384.73
Option Year 1	(1)	\$1,924,174.53 (2)	\$1,924,174.53
Option Year 2	(1)	\$1,760,892.27 (2)	\$1,760,892.27

- (1) This is a Cost-Plus Fixed Fee (CPFF) Contract with no definable level of effort for the Scope of Services at the time of proposal due date. In order for Metro to perform the cost analysis, Proposers submitted a cost proposal with staff to fulfill the Scope of Services. Only Direct Labor Hourly Rates, Indirect Cost Rates, Other Direct Costs and Subconsultant rates were requested in the RFP. As a result, only the rates were validated. Direct Labor Hourly Rates were supported by payroll data validated by Metro; compliant audits in accordance with Federal Acquisition Regulation (FAR) Part 31 were submitted by the Proposer to confirm Indirect Cost Rates. Other Direct Costs and Fixed Fee amount were negotiated and determined to be fair and reasonable.
- (2) The Independent Cost Estimate (ICE) for the 3- base years is \$14,166,384.73 and for Option Year 1 \$1,924,174.53 and Year 2 \$1,760,892.27 for a total amount of \$17,851,451.53. The total contract amount will be the aggregate value of all Task Orders negotiated during the period performance of the contract.

D. Background on Recommended Contractor

The recommended firm, ICF Jones & Stokes, Inc., is located in Los Angeles County, City of Los Angeles, California and was established in 2015. ICF, the parent

company, is headquartered in Fairfax, Virginia. ICF Jones & Stokes Inc. provides management, policy consulting and implementation services in government, energy, environment, infrastructure, transportation, public safety and security, consumer and financial in the United States and Internationally. ICF initially focused on federal government consulting contracts in energy and the environment and expanded its commercial work in subsequent years. The company has delivered CEQA/NEPA Environment Services and Support since 2017. They are an industry leader in environmental documentation, construction monitoring and compliance solutions. They routinely author industry-wide reference guides while delivering innovative, implementable, and defensible environmental solutions to their clients. ICF has a proven track record of delivering a range of task orders for Metro and other large transportation agencies. ICF Jones & Stokes' have performed similar scope of services for ongoing Metro Projects like the current CEQA/NEPA Environmental Services and Support, East San Fernando Valley Transit Corridor Project EIS/EIR, Division 20 Portal Widening & Turnback Facility and more.