

PROCUREMENT SUMMARY

MAJOR CAPITAL PROJECT GRANTWRITING/PS125381000

1.	Contract Number: PS125381000	
2.	Recommended Vendor: Capitol Government Contract Specialists	
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: July 16, 2024	
	B. Advertised/Publicized: July 16, 2024	
	C. Pre-Proposal Conference: July 24, 2024	
	D. Proposals Due: August 20, 2024	
	E. Pre-Qualification Completed: January 23, 2025	
	F. Ethics Declaration Forms Submitted to Ethics: August 20, 2024	
	G. Protest Period End Date: March 25, 2025	
5.	Solicitations Downloaded: 77	Bids/Proposals Received: 3
6.	Contract Administrator: Yamil Ramirez Roman	Telephone Number: (213) 922-1064
7.	Project Manager: Patricia Chen	Telephone Number: (213) 922-3041

A. Procurement Background

This Board Action is to approve Contract No. PS125381000 issued in support of grant writing services for Metro’s major capital projects. Board approval of contract awards are subject to resolution of any properly submitted protest(s), if any.

Request for Proposals (RFP) No. PS125381 was issued in accordance with Metro’s Acquisition Policy and the contract type is firm fixed unit rate. The RFP was issued under the Medium-Size Business Enterprise Program 1 (MSZ-1). The Diversity & Economic Opportunity Department recommended a Small Business Enterprise (SBE) goal of 28% and a Disabled Veteran Business Enterprise (DVBE) goal of 3%. It was also subject to the Local Small Business Enterprise Preference program, which awards a bonus of 5 preference points for the utilization of local small business firms.

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

- Amendment No. 1, issued on July 17, 2024, included Exhibit A, Scope of Services, which was inadvertently left out of the solicitation package;
- Amendment No. 2, issued on August 12, 2024, extended the proposal due date.

A total of 77 downloads of the RFP were included in the planholders list. A virtual pre-proposal conference was held on July 24, 2024, and was attended by 27

participants representing 18 firms. There were 16 questions received, and responses were provided prior to the proposal due date.

A total of three proposals were received on August 20, 2024, and are listed below in alphabetical order:

1. Advanced Avant-Garde Corporation
2. Capitol Government Contract Specialists
3. Ross Infrastructure Development, LLC

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro’s State Analysis and Discretionary Grants department, Federal/State Policy & Programming department, and Multimodal Integrated Corridor & System Planning department was convened and conducted a comprehensive technical evaluation of the proposals received.

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

- Quality of Consultant Proposal 45 percent
- Project Experience and Staff Available 40 percent
- Cost Proposal 15 percent
- Local Small Business Enterprise (LSBE) Preference Program 5 percent

Several factors were considered when developing these weights, giving the greatest importance to the quality of consultant’s proposal.

During the period of September 5, 2024 to September 17, 2024, the PET independently evaluated and scored the technical proposals. Ross Infrastructure Development, LLC was determined to be outside the competitive range and was not included for further consideration. The remaining two firms were determined to be in the competitive range and were invited for oral presentations on September 30, 2024. The firms had the opportunity to present their qualifications, and respond to questions from the PET. Following the oral presentations, the PET finalized their scores and Capitol Government Contract Specialists was determined to be the highest ranked proposer. Staff conducted negotiations and clarifications with the firm during October through January.

Qualifications Summary of Firms within the Competitive Range:

Capitol Government Contract Specialists

Capitol Government Contract Specialists' (Capitol) proposal demonstrated grant development experience, and the task discussions showed a thorough understanding of the scope of services. Capitol's team includes experienced grant writers and the proposal demonstrated the team's schedule and availability to perform tasks as needed to successfully deliver on-time and visually compelling grant applications.

Capitol's proposal demonstrated a thorough quality control process with a dedicated team to review applications and ensure documents submitted to Metro are accurate and reduce redundancy of multiple drafts for grant applications. During the oral presentations, Capitol's team provided examples of previous experience successfully delivering applications within limited timeframes, specifically one grant delivered in two week's notice.

Capitol's proposal included a team with various areas of expertise such as greenhouse gas emissions analysis, Capital Investment Grants (CIG) analysis and successful grant writing experience in the public sector. The proposal included key staff with grant award experience and a history of positive application-to-award ratios.

Advanced Avant-Garde Corporation

Advanced Avant-Garde Corporation's (Avant-Garde) proposal demonstrated an understanding of the scope of services, the policies and guidelines required to perform the work. The proposal provided a thorough schedule demonstrating the timeline and expectations for each task required in the grant application process.

Avant-Garde's proposal demonstrated previous experience working with various public sector agencies and cities in the greater Los Angeles area. The proposal provided a detailed organizational chart that clearly assigned staff to their respective areas of expertise and application types.

However, Avant-Garde's proposal did not demonstrate thorough experience with non-motorized transit, highway projects, and greenhouse gas analysis, particularly work related to CIG analysis tasks.

A summary of the PET scores is provided below:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Capitol Government Contract Specialists				
3	Quality of Consultant Proposal	88.89	45.00%	40.00	
4	Project Experience and Staff Available	86.68	40.00%	34.67	
5	Cost Proposal	73.60	15.00%	11.04	
6	Local Small Business Enterprise (LSBE) Preference Program (Bonus 5%)	0.00	5.00%	0.00	
7	Total		105.00%	85.71	1
8	Advanced Avant-Garde Corporation				
9	Quality of Consultant Proposal	80.00	45.00%	36.00	
10	Project Experience and Staff Available	65.83	40.00%	26.33	
11	Cost Proposal	100.00	15.00%	15.00	
12	Local Small Business Enterprise (LSBE) Preference Program (Bonus 5%)	100.00	5.00%	5.00	
13	Total		105.00%	82.33	2

C. Cost Analysis

The recommended price has been determined to be fair and reasonable based upon technical evaluation, cost analysis, and negotiations. Metro staff successfully negotiated cost savings of \$1,623,766. The variance between the Independent Cost Estimate (ICE) and the negotiated amount is attributed to the ICE underestimating the level of effort required to produce compelling narrative as well as high quality supporting graphics and analysis for the grant applications.

	Proposer Name	Proposal Amount	Metro ICE	NTE amount
1.	Capitol Government Contract Specialists	\$14,244,101	\$10,193,488	\$12,620,335
2.	Advanced Avant-Garde Corporation	\$10,480,494		

During negotiations, the proposer agreed to a moderate amount of reasonable and logical streamlining of the work. The contractor's negotiated level of effort was determined to be fair and reasonable to deliver the required services.

D. Background on Recommended Contractor

The recommended firm, Capitol Government Contract Specialists (Capitol), located in Irvine, CA, has been in business for 13 years and provides program management for rolling stock acquisition, transit operations and oversight consulting services for other public agencies such as Eagle Valley Transportation Authority, Colorado, and the City of Turlock, CA.

The proposed team includes ten subcontractors, five of which are Metro certified SBEs and one DVBE. The team's clients include Metrolink, City of Culver City, City of Lancaster, Golden Gate Bridge Highway and Transportation District, Riverside County Transportation Commission, and Washington State Department of Transportation. Capitol's project manager has 35 years of experience working in the aerospace and public transportation sectors.

Capitol has provided project control support, technical consulting and program management services to Metro and performance has been satisfactory. Capitol is a Metro-certified SBE firm.