

PROCUREMENT SUMMARY

**PROGRAM MANAGEMENT SUPPORT SERVICES (PMSS) FOR
NORTH HOLLYWOOD TO PASADENA BUS RAPID TRANSIT (BRT) PROJECT
AE10769700000**

1.	Contract Number: AE10769700000	
2.	Recommended Vendor: Ramos Consulting Services, Inc. (Ramos CS)	
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: 7/19/2023	
	B. Advertised/Publicized: 7/19/2023	
	C. Pre-Proposal Conference: 8/9/2023	
	D. Proposals Due: 9/21/2023	
	E. Pre-Qualification Completed: 12/19/2023	
	F. Ethics Declaration Forms submitted to Ethics: 9/27/2023	
	G. Protest Period End Date: February 19, 2024	
5.	Solicitations Picked up/Downloaded: 210	Proposals Received: 4
6.	Contract Administrator: Anush Beglaryan	Telephone Number: (213) 418-3047
7.	Project Manager: Anthony Defrenza	Telephone Number: (213) 922-7107

A. Procurement Background

This Board Action is to approve Contract No. AE10769700000 issued in support of Program Management Support Services (PMSS) for the North Hollywood to Pasadena Bus Rapid Transit (BRT) Project. Board approval of contract awards are subject to the resolution of any properly submitted protest(s), if any.

The Request for Proposals (RFP) was issued in accordance with Metro's Acquisition Policy and the contract type is task order based, cost reimbursable plus fixed fee.

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

- Amendment No. 1, issued on August 4, 2023, clarified Exhibits and extended the proposal due date from September 7, 2023 to September 14, 2023;
- Amendment No. 2, issued on August 9, 2023, extended the question and answer submittal due date;
- Amendment No. 3, issued on August 30, 2023, extended the proposal due date from September 14, 2023 to September 21, 2023.

Prior to the release of the solicitation, a virtual outreach event was hosted by Metro's Diversity & Economic Opportunity Strategic Outreach Team on April 10, 2023. The event was attended by 239 individuals. The outreach event was held to inform the community of the upcoming BRT Project, contracting opportunities, and to help increase small business participation. On August 9, 2023, a virtual pre-proposal conference was held with a total of 46 individuals in attendance. There were three sets of questions and responses released prior to the proposal due date.

A total of 210 firms downloaded the RFP and were registered in the plan holder's list. A total of four proposals were received on September 21, 2023.

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro's Project Management Office, Planning & Development and Program Control was convened and conducted a comprehensive technical evaluation of the proposals received.

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

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| • Experience/Capabilities of the Firms | 35 Points |
| • Experience/Capabilities of Key Personnel | 30 Points |
| • Project Understanding and Approach | <u>35 Points</u> |
| | 100 Points |

The evaluation criteria are appropriate and consistent with criteria developed for other, similar Architectural and Engineering (A&E) procurements. Several factors were considered when developing these weights, giving the greatest importance to the Experience/Capabilities of the Firms and Project Understanding and Approach (35 points shown above) that included a subcriterion of 5 points for proposers' approach to Cultural Competency.

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

Of the four proposals received, three were determined to be within the competitive range and are listed below in alphabetical order:

1. PMCS Group
2. Ramos Consulting Services, Inc. (Ramos CS)
3. TRC Kleinfelder BRT Partners

One firm was determined to be outside the competitive range and was not included for further consideration based on proposal evaluations.

During October 2023, the PET reviewed and scored each proposal. On November 17, 2023, the PET met and interviewed the firms that had been determined to be within the competitive range. The firms' project managers and key team members had an opportunity to present each team's qualifications and firm's understanding of Metro's current strategy to deliver the BRT Project.

Qualifications Summary of Recommended Firm:

Ramos CS demonstrated similar past PMSS experience with BRT projects and has proposed a highly qualified team that possesses public transportation experience. Their proposal provided a thorough understanding of the project and their approach to performing the PMSS work. Their achievement of the highest score for Project Understanding and Approach of 30.67 shown below includes an average score of 4.33 for Cultural Competency.

After evaluation of proposals and interviews, the PET's recommendation in the order of ranking is shown in the table below:

1	Firm	Weighted Average Score	Factor Weight	Average Score	Rank
2	RAMOS CS				
3	Experience/Capabilities of the Firms	90.48	35.00%	31.67	
4	Experience/Capabilities of Key Personnel	86.67	30.00%	26.00	
5	Project Understanding and Approach	87.62	35.00%	30.67	
6	Total		100.00%	88.34	1
7	PMCS GROUP				
8	Experience/Capabilities of the Firms	72.19	35.00%	25.26	
9	Experience/Capabilities of Key Personnel	90.00	30.00%	27.00	
10	Project Understanding and Approach	72.38	35.00%	25.33	
11	Total		100.00%	77.59	2
12	TRC KLEINFELDER BRT PARTNERS				
13	Experience/Capabilities of the Firms	81.71	35.00%	28.60	
14	Experience/Capabilities of Key Personnel	67.78	30.00%	20.33	
15	Project Understanding and Approach	77.90	35.00%	27.27	
16	Total		100.00%	76.20	3

C. Cost/Price Analysis

The recommended not to exceed (NTE) contract amount has been determined to be fair and reasonable based upon review of an independent cost estimate (ICE), cost analysis, technical evaluation, fact finding, and negotiations with the most highly qualified firm in accordance with the A&E qualifications-based procurement process.

The recommended not-to-exceed amount of \$46,302,806 is for the five-year base term with two, one-year options as identified below:

Base Years (1-5): \$38,699,165
Option 1 : \$3,787,208
Option 2 : \$3,816,433
Total (Base + Options): \$46,302,806

Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
Ramos CS	\$48,803,838	\$47,779,127	\$46,302,806

Staff successfully negotiated \$2,501,032 in cost savings from Ramos Consulting CS's proposal.

D. Background on Recommended Contractor

The recommended firm, Ramos Consulting Services, Inc. (Ramos CS), located in Pasadena, CA, has been in business for 15 years and has worked on over 14 BRT projects. Ramos CS has demonstrated successful past similar experience providing PMSS for other major transit projects in Los Angeles County as well as actively working on Metro projects such as the Wilshire BRT Improvements, the Purple Line Extension and I-105 ExpressLanes.