

**Board Report**

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**File #:** 2017-0810, **File Type:** Contract**Agenda Number:** 46.

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**REGULAR BOARD MEETING  
SEPTEMBER 27, 2018****SUBJECT: CONSULTING SERVICES FOR BUS CONTRACTS - PROJECT CONTROL  
SUPPORT****ACTION: APPROVE RECOMMENDATION****RECOMMENDATION**

AWARD a cost plus fixed fee Contract No. PS50321 for consulting services for bus contracts, and project control support to Capitol Government Contract Specialists (Capitol GCS), in the not-to-exceed amount of \$1,884,286, for a period of up to 30 months from issuance of a Notice-to-Proceed (NTP), in support of the current bus acquisition contracts, subject to resolution of protest(s), if any.

**ISSUE**

This action authorizes contract award to Capitol GCS, Inc., a certified SBE firm, to support Metro's designated bus acquisition project management with project control, document management and oversight of the Bus OEM Contractors to ensure performance is consistent with the requirements of the five bus acquisition contracts. The consultant shall apply appropriate program control resources and oversight support services to facilitate and ensure the timely production and delivery of the buses.

**BACKGROUND**

In summary, contracts for 465 buses have been awarded from the 1005 buses authorized by the Metro Board under RFP Nos. OP28367, and OP29199. Given the pressing timelines to build and deliver these buses which are needed for ongoing support of Bus Operations, as well as the conversion process of Metro Orange Line and Metro Silver Line to zero emission operation, the contracts must run concurrently, necessitating additional supporting resources to assist with management and oversight for the bus builds.

In April 2016, Metro's Board of Directors authorized staff to initiate RFP No. OP28367 for the procurement of up to 1,000 CNG or Zero Emission Transit Buses for replacement of up to 600, 40' transit buses and 400 60' transit buses. Subsequently, four contracts were awarded in response to RFP No. OP28367, one for each vehicle type:

- Part A, 40' CNG buses (base order of 295 buses, awarded to ENC in June 2017)

- Part B, 60' CNG buses (base order of 65 buses, awarded to NF in July 2017)
- Part C, 40' ZE buses (base order of 60 buses, awarded to BYD in July 2017)
- Part D, 60' ZE buses (base order of 35 buses, awarded to NF in July 2017, plus 5 buses added through FTA LoNo Grant in April 2018)

An additional fifth contract for five 60' ZE buses awarded to BYD was also entered into through the Advance Transit Vehicle Consortium (ATVC) in June of 2017.

Capitol GCS, Inc. shall provide support to Metro's designated Project Managers or their designees, with program control and oversight of the five bus contracts to ensure that performance is consistent with the delivery requirements.

The Consultant shall provide, on a task order basis, highly qualified project support staff with expertise in all areas associated with the bus procurements. The scope of services shall include, but not be limited to:

- Provide oversight of project status,
- Identify any potential variances from schedule or delivery requirements,
- Assess and report regularly on project performance,
- Provide a document management system to facilitate the submittal and review process for contract documents and CDRLs,
- Budget and schedule analysis,
- Provide other management and oversight as directed by Metro.

The Diversity and Economic Opportunity Department (DEOD) has determined this project is eligible for the Small Business Set Aside status and has completed an initial evaluation of the Proposer's commitment to meet the SBE goal established for this project.

### **DETERMINATION OF SAFETY IMPACT**

The approval of this contract will have a direct and positive impact to system safety. The procurement of 465 new buses will feature the most current safety and ADA systems available to replace older buses currently in service.

### **FINANCIAL IMPACT**

The total not-to-exceed contract amount is \$1,884,286 and is included in cost center 3320, Vehicle Technology's budget in Capital Projects 201057, 201073, 201074, 201076 and 201077. Since this is a multi-year contract, the cost center manager will be responsible for budgeting the cost in future years.

#### **Impact to Budget**

The source of funds are Federal: Urbanized Area Formula 5307, Capital Investment 5309, and Clean Fuels Program 5308 and Local: Measure R 35% and Prop C 40%. Staff will reassess funding

sources and apply other applicable fund sources as they become available.

### **ALTERNATIVES CONSIDERED**

Metro could rely exclusively on internal staff to perform the work. This alternative is not recommended as it would not be cost effective to maintain this level of expertise in-house on a full-time basis. Additionally, it would take staff away from the core operation functions, and would be more costly than contracting these functions out on a task order basis.

The Board of Directors may choose not to authorize the contract award for the project; however, this alternative is not recommended by staff, as this project is critical to support the bus contracts supplying buses needed by Metro to maintain safe, effective service, as well as, to convert the Orange and Silver lines to zero emission operation within the timelines required in the Board Motions. Without the additional contract support the timely delivery of these buses would be at risk.

### **NEXT STEPS**

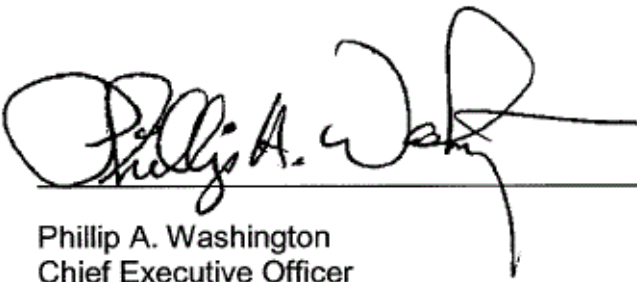
Upon Board approval, staff will award Contract No. PS50321 and issue Notice-to-Proceed to Capitol Government Contract Specialists (Capitol GCS Inc.) a certified SBE firm. Metro and Capitol GCS, Inc., will mobilize required resources to ensure timely completion of deliverables by the vehicle manufacturers.

### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - DEOD Summary

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