

**S T A F F   R E P O R T**

SUBJECT: Contract Award for LAVTA On-Call Zero Emissions Bus Consulting Services  
FROM: Beverly Adamo, Director of Administrative Services  
DATE: September 12, 2016

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**Action Requested**

Award the contract for On-Call Zero Emissions Bus Consulting Services to Center for Transportation and the Environment.

**Background**

Based on many factors, LAVTA is moving toward a fleet of zero emissions buses (ZEB), and does not have personnel on staff with the expertise in the areas associated with these types of projects. Because of this, LAVTA issued a Request for Proposals, RFP 2016-04, seeking the services of a qualified firm capable of providing on-call multi discipline research, development, design and project management support services for various projects associated with LAVTA's fleet management and transition to an all-electric and zero emissions buses in providing public transportation in the LAVTA service area. Because LAVTA may be required to respond quickly to funding opportunities and/or other associated projects, going out to bid for the for each task order can be time consuming. In order to more efficiently use staff resources and speed up project timelines, the RFP solicited interested firms that could provide a full range of engineering services including:

- Write grant applications and/or proposals
- Technical assistance in writing requests for proposals (RFP)
- Technical assistance in the evaluation of proposals
- Manage technology demonstrations
- Advise on structural design and analysis
- Project cost estimating

The RFP was released on March 28, 2016 and proposals were due on May 5, 2016 at 2:00 p.m. LAVTA received two (2) proposals from the firms noted below:

- Arup North America Ltd (Arup), San Francisco, CA
- Center for Transportation and the Environment (CTE), Atlanta, GA

**Discussion**

*Technical Proposal Evaluation*

In order to select a qualified firm for on-call ZEB consulting services, the evaluation committee, consisting of two LAVTA staff members, and one staff member from another transit agency,

proceeded with the evaluation and scoring process as outlined in the RFP. Technical Proposals were rated in four (4) categories and assigned points (100% total) as noted below. Engineering contracts may not be evaluated based on cost so cost is not an evaluation criterion.

Evaluation Criteria - % Weight (100% Best)	Scoring
Complete and thorough conformance with the terms and requirements of this RFP (In your submittal, state if you have any exceptions to the requirements.)	Pass/Fail
<b>Proposer’s qualifications and experience:</b> Firm’s ability to provide multi discipline support services in accordance with the RFP requirements.	40 points
<b>Staffing and Project Organization:</b> Strengths, experience and qualifications of key personnel, particularly the Project Manager. Previous public transportation experience including on-call contract work.	35 points
<b>Work Approach to Scope of Services:</b> Firm’s approach to quality control, project management and product delivery.	15 points
<b>Overall completeness and quality of proposal:</b> Proposer understands LAVTA’s requirements as demonstrated by a comprehensive response to this RFP.	10 points
<b>Total Points</b>	<b>100 points</b>

The evaluation committee met to review the strengths and weaknesses of each firm. Both firms provided an excellent range of services and staff in their proposals; however, the reviewers determined that Center for Transportation and the Environment scored highest in based on the application of the above criteria.

**Budget Considerations**

There is no action outside the Board-adopted budget. The contract does not stipulate a value amount, as the work is task order based, subject to the Board-approved funding contained in the annual budget. Proposers were informed that there is no guarantee of work associated with this contract.

**Recommendation**

The Finance and Administration Committee recommends that the Board authorize the Executive Director to execute an agreement for the initial contract period of three (3) years from the effective date, with two (2) one-year options to be exercised solely at LAVTA’s discretion.

Attachment:

1. Resolution 31-2016

Approved: \_\_\_\_\_

**RESOLUTION 31-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING CONTRACT FOR ON-CALL ZERO EMISSIONS BUS CONSULTING  
SERVICES**

WHEREAS, LAVTA requires the services of a qualified firm to provide on-call zero emissions bus consulting services on an as-needed basis; and

WHEREAS, the agency issued Request for Proposals (RFP) for On-Call Zero Emissions Bus Consulting Services – 2016-04; and

WHEREAS, LAVTA, in conformance with applicable procurement guidelines, and the evaluation committee, determined Center for Transportation and the Environment (CTE), Atlanta, Georgia as the most qualified, responsive and responsible proposer; and

WHEREAS, LAVTA intends to enter into contract with Center for Transportation and the Environment to provide a range of consulting services related to zero emissions fleet management and other tasks as outline in the RFP; and

WHEREAS, work shall be issued on a task order basis as outlined in the RFP, and the Consultant shall complete the services within the time frame and budget specified in each task order; and

WHEREAS, funds for this contract shall be within the annual Budget authority adopted by the Board of Directors.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board authorizes the Executive Director to enter into a three-year contract with Center for Transportation and the Environment for on-call ZEB consulting services, from the effective date of the contract.

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to execute two optional extension years at LAVTA's sole discretion for on-call ZEB consulting services.

PASSED AND ADOPTED this 12th day of September, 2016.

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Steven Spedowfski, Chair

Attest:

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Michael Tree, Executive Director