

**S T A F F   R E P O R T**

SUBJECT: Contract Award for LAVTA On-Call Engineering Consulting Services

FROM: Beverly Adamo, Director of Administrative Services

DATE: November 7, 2016

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**Action Requested**

Award contracts for on-call engineering services to Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated.

**Background**

LAVTA does not have engineering personnel on staff, based on the volume of work necessary to justify having an in-house engineer. While an in-house engineer is not needed, the agency does occasionally require engineering services. Prior to 2011, when these services were needed, staff solicited bids for the scope of work that needed to be completed. Going out to bid for each task order was time consuming. Therefore, in 2011, LAVTA established an On-Call Engineering Consulting Agreement with three firms, in order to more efficiently use staff resources and speed up project timelines. With the agreements expiring this year, LAVTA released a request for proposals (RFP) for on-call engineering services. The RFP #2016-14 solicited interested firms that could provide a full range of engineering services including:

- Civil/site improvement designs (e.g., bus stop design and ADA improvements)
- Mechanical design (e.g., plumbing, HVAC)
- Electrical design (interior and exterior)
- Architectural/space planning
- Structural design and analysis
- Constructability/bidability reviews
- Project Cost Estimating

With the past agreements, the on-call firms assisted LAVTA in projects such as improving bus stops and ADA access, facility needs, project costing, and construction management when needed.

The RFP was released on July 22, 2016 and proposals were due on August 16, 2016 at 2:00 p.m. One addendum was issued on August 1, 2016 responding to questions received. LAVTA received four (4) proposals from the firms noted below:

- BKF Engineers, Pleasanton, CA
- Diablo Engineering Group, Oakland, CA
- Gannett Fleming Incorporated, San Bruno, CA

- Kimley Horn and Associates Incorporated, Pleasanton, CA

**Discussion**

*Initial Technical Evaluation*

In order to select a qualified firm for on-call engineering services, 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.

<b>Evaluation Criteria - % Weight (100% Best)</b>	<b>Scoring</b>
Complete and thorough conformance with the terms and requirements of this RFP	Pass/Fail
<b>Proposer’s qualifications and experience:</b> Firm’s ability to provide multi discipline engineering, design, architectural and construction management support services	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 reviewed the technical proposals to determine the strengths and weaknesses of each firm. All firms provided an excellent range of services and staff in their proposals. The reviewers determined that LAVTA would be best served by three companies: Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated. Gannett Fleming and Kimley Horn and Associates already have an intimate knowledge of the agency’s goals and challenges and know not only LAVTA staff but key stakeholders at each city and in the community. Gannett Fleming and Kimley Horn both provided very strong project management on previous LAVTA projects. Diablo Engineering Group, while not under previous contract with LAVTA, scored very high in the various evaluation criteria and it is anticipated that they will also provide needed expertise when needed.

*Detailed Technical Evaluation*

After selecting the top three qualified firms, reviewers evaluated the firms with respect to each discipline listed in the RFP. In order to analyze with this level of detail, LAVTA was able to solicit the help of City of Dublin engineering staff. Firms will receive work associated with the discipline they scored highest. If the highest scoring firm cannot complete the assigned work order or their work plan is deemed inadequate, LAVTA will use the second highest scoring firm.

<b>Discipline</b>	<b>Most Qualified Firm</b>
Civil	Kimley Horn
Mechanical	Gannett Fleming
Electrical	Kimley Horn and Associates

Plumbing	Kimley Horn and Associates
Traffic	Kimley Horn and Associates
Space Planning/Design	Diablo Engineering Group
Architecture	Diablo Engineering Group
Cost Estimating	Gannett Fleming
Construction Management	Gannett Fleming

**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. Bidders were informed that there is no guarantee of work associated with this contract.

**Recommendation**

The Finance and Administration Committee recommends the Board authorize the Executive Director to execute three-year contracts with two one-year options with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated for on-call engineering services. Task orders will be awarded based on the most qualified firm for each scope or work.

Attachment:

1. Resolution 37-2016

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

**RESOLUTION 37-2016**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING ON-CALL ENGINEERING SERVICES CONTRACTS**

WHEREAS, LAVTA requires the services of qualified firms to provide on-call engineering services on an needed-basis; and

WHEREAS, the agency issued Request for Proposals (RFP) for On-Call Engineering Services RFP 2016-14; and

WHEREAS, LAVTA utilized the “Best Value” method for procurement, in conformance with applicable procurement guidelines, and the evaluation committee determined Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated as the most responsive and responsible bidders; and

WHEREAS, LAVTA intends to enter into contract with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated to provide a range of engineering services related to bus stop design, ADA improvements, facility improvements, constructability analysis, costing guidance, and construction management among other tasks requested in the RFP; and

WHEREAS, work shall be issued on a task order basis to the most qualified firm as outlined in the On-Call Engineering Staff report dated November 7, 2016 and the consultants shall complete the services within the time frame and budget specified in each task order; and

WHEREAS, funds for these contracts 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 three-year contracts with Diablo Engineering Group, Gannett Fleming Incorporated, and Kimley Horn and Associates Incorporated for on-call engineering 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 engineering services.

PASSED AND ADOPTED this 7th day of November, 2016.

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Steven Spedowfski, Chair

Attest:

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Michael Tree, Executive Director