

STAFF REPORT

SUBJECT: Contract Award for Short Range and Long Range Transit Plans

FROM: Tony McCaulay, Director of Planning and Marketing

DATE: July 1, 2019

Action Requested

Authorize the Executive Director to enter into a contract with Nelson\Nygaard Consulting Associates, Inc., for the development of LAVTA's Short Range and Long Range Transit Plans.

Background

On March 26, Staff issued a Request for Proposals for Strategic Planning Services. The RFP sought proposals on two planning studies: 1) the development of a short range and a long range transit plan for LAVTA (SRTP & LRTP) and 2) the development of the Tri-Valley Hub Network Integration Study. The SRTP has a 5 year horizon (2022-2027) while the LRTP has a 20 year horizon (2022-2047).

The scope of work for these two projects includes:

- 1) Project Management and Coordination
- 2) Review of Existing Data and Studies
- 3) Data Collection and Analysis
- 4) Review of Existing Service Standards and Recommendations for Adjustments
- 5) Market Analysis
- 6) Develop and Conduct Public Outreach Plan
- 7) Develop an Operations Plan and Budget
- 8) Develop a Capital Improvement Plan and Budget

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. To effectively execute these planning and fund programming responsibilities, MTC, in cooperation with the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an SRTP to MTC.

Discussion

Three proposals were received in response to the RFP. The proposers were Steer Davies & Gleeve Incorporated, Stantec Consulting Services, Inc., and Nelson\Nygaard Consulting Services, Inc. The LAVTA staff evaluation team included Executive Director Michael Tree; Director of Planning and Marketing Tony McCaulay; Customer Service and Contract Oversight Manager Jonathan Steketee; Senior Grants & Management Specialist Jennifer Yeamans; and Senior Transit Planner Cyrus Sheik. The review team evaluated the proposals on four criteria: Completeness and thorough conformance with the terms and requirements of the RFP; project plan and technical approach; proposer qualifications and experience and price.

All three proposers were invited to make oral presentations to the evaluation team on Tuesday May 21. Following the review of the written proposals and the oral presentations, all five members of the evaluation team rated Nelson\Nygaard Consulting Services, Inc. as their top rated candidate. The results of the ratings were as follows:

	Nelson\Nygaard	Stantec	Steer
Average Score (100 possible)	93.2	66.2	70.6
Number of first place rankings	5	0	0
Number of second place rankings	0	3	2
Number of third place rankings	0	2	3

Fiscal Impact

This planning study is being funded from three sources. The Metropolitan Transportation Commission (MTC) is funding \$30,000 of the project cost. The Alameda County Transportation Commission (ACTC) is funding 50 percent of the total project cost. The remainder will come from LAVTA funds. The FY 2020 portion of LAVTA’s contribution was included in the adopted FY 20 LAVTA Budget.

Nelson\Nygaard’s price proposal was \$248,761.00, the lowest of the three proposals received.

Recommendation

The Project & Services Committee recommends that the LAVTA Board authorize the Executive Director to enter into a contract with Nelson\Nygaard Consulting Associates, Inc., for the development of LAVTA’s Short Range and Long Range Transit Plans, in an amount not to exceed \$273,637.10, which represents Nelson\Nygaard’s price proposal plus a 10 percent contingency.

Attachments:

1. Draft Resolution 21-2019 Awarding LAVTA’s Short Range and Long Range Transit Plans Contract

Approved: _____

RESOLUTION 21-2019

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING A CONTRACT TO NELSON\NYGAARD CONSULTING
ASSOCIATES, INC. FOR THE DEVELOPMENT OF LAVTA'S SHORT RANGE
AND LONG RANGE TRANSIT PLANS**

WHEREAS, LAVTA requires the services of a qualified consulting firm to develop its short and long range transit plans; and

WHEREAS, LAVTA issued a Request for Proposals (RFP) for Strategic Planning Services #2019-06 on March 26, 2019; and

WHEREAS, LAVTA received three proposals and has evaluated the proposals received and LAVTA's evaluation committee determined the proposal received from Nelson\Nygaard Consulting Associates, Inc. to be the preferred responsive and responsible proposer; and

WHEREAS, LAVTA intends to enter into a contract with Nelson\Nygaard Consulting Associates, Inc. to carry out the project management, data collection and review, market analysis, public outreach, short and long range operations and capital planning and budgeting, and other related tasks requested in the RFP; 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 contract with Nelson\Nygaard Consulting Associates, Inc., for the development of LAVTA's short and long range transit plans.

PASSED AND ADOPTED this 1st day of July 2019.

By: _____
David Haubert, Chair

Attest: _____
Michael Tree, Executive Director