

STAFF REPORT

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

FROM: Jennifer Yeamans, Senior Grants & Management Specialist

DATE: February 7, 2022

Action Requested

The Finance & Administration Committee recommends the Board of Directors award contracts for on-call engineering services to Bureau Veritas North America Inc., Gannett Fleming Inc., and Kimley-Horn and Associates Inc.

Background

LAVTA does not have engineering personnel on staff, based on the volume of work necessary to justify having an in-house engineer. While a full-time staff engineer is not needed, the agency does occasionally require engineering services to carry out its projects. Since 2011, LAVTA has utilized an On-Call Engineering Consulting Agreement with various qualified engineering firms, in order to more efficiently use staff resources and speed up project timelines as needs arise. With the existing five-year agreements expiring at the end of 2021, LAVTA released a request for proposals (RFP) for on-call engineering consulting services. RFP #2021-04 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/biddability reviews
- Project cost estimating
- Construction management

With the past agreements, LAVTA's on-call firms assisted on projects such as improving bus stops and ADA access, transit signal priority/intelligent transportation system projects, facility needs, project costing, and construction management services when needed. The initial term of the on-call contract(s) is three years, with two additional one-year options available to exercise at LAVTA's sole discretion.

The RFP was released on November 15, 2021, and proposals were due on December 17, 2021, at 2:00 p.m. The solicitation was conducted electronically via the Bid Express service, enabling a broad reach to prospective proposers, and also advertised in the Valley Times on November 20 and November 25. A virtual pre-proposal conference with 27 participants was held December 2,

and one addendum was issued on December 7, responding to questions received. LAVTA received three (3) proposals from the following firms:

- Bureau Veritas North America, Inc., Sacramento, CA
- Gannett Fleming, Inc., San Francisco, CA
- Kimley-Horn and Associates Inc., Oakland, CA

Discussion

Initial Technical Evaluation

In order to select a qualified firm for on-call engineering services, proposals were rated in four categories and assigned points (100% total) as noted below. Under the Brooks Act and related federal regulations, architectural and 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	Pass/Fail
Proposer’s qualifications and experience: Firm’s ability to provide multi discipline engineering, design, architectural and construction management support services	40 points
Staffing and Project Organization: Strengths, experience and qualifications of key personnel, particularly the Project Manager. Previous public transportation experience including on-call contract work.	35 points
Work Approach to Scope of Services: Firm’s approach to quality control, project management and product delivery.	15 points
Overall completeness and quality of proposal: Proposer understands LAVTA’s requirements as demonstrated by a comprehensive response to this RFP.	10 points
Total Points	100 points

The evaluation committee consisted of both LAVTA staff as well as City of Dublin engineering staff familiar with the range of projects LAVTA typically undertakes. The committee reviewed the technical proposals to determine the relative strengths of each firm. All firms provided an excellent range of services and staff in their proposals. The panel reviewed the written proposals late December/early January and subsequently conducted interviews via teleconference on January 12 with the three proposers, including their proposed key staff. Following evaluation of the written proposals and interviews, the reviewers indicated overall consensus that LAVTA would be best served by three companies, whose technical proposals were scored overall as follows:

Firm	Total Points (Avg/ 100 points max)
Bureau Veritas North America	88
Gannett Fleming	89
Kimley-Horn and Associates	90

All three proposers were deemed both responsive and responsible, capable of carrying out the contracts, including potential federally funded contracts. Gannett Fleming and Kimley-Horn and Associates already have extensive experience with of the agency’s goals and needs and know LAVTA staff as well as key stakeholders at each city and in the community. Gannett Fleming and Kimley-Horn both provided very strong project management on previous LAVTA projects. Bureau Veritas, while not under previous contract with LAVTA, scored very high in the various technical evaluation criteria, had favorable recommendations from other public agencies it currently contracts serves, and it is anticipated that they will also provide valuable expertise when needed.

Detailed Technical Evaluation

After analyzing the qualifications of the top three qualified firms overall, the evaluation committee evaluated the firms with respect to each discipline listed in the RFP, in order to determine whether it might be more advantageous for LAVTA to award a single contract or multiple contracts to meet its potential variety of needs during the contract term. After ranking each firm’s proposal within each discipline, the following firms were deemed most qualified in each.

Discipline	Most Qualified Firm
Civil	Kimley-Horn
Mechanical	Bureau Veritas
Electrical	Kimley-Horn
Plumbing	Bureau Veritas
Traffic	Kimley-Horn
Space Planning/Design	Bureau Veritas
Architecture	Bureau Veritas
Cost Estimating	Gannett Fleming
Construction Management	Gannett Fleming

Firms will receive task-order requests associated with the discipline for which they scored highest. If the highest-scoring firm cannot complete the assigned task order or their work plan is deemed inadequate, LAVTA will use the second-highest scoring firm.

Evaluation of Cost Proposals

Following ranking of the technical proposals for each firm and determining that all were most-qualified in at least one discipline to perform some part of the project scope needed, LAVTA staff evaluated each firm’s cost proposals and determined the costs associated with the firms’ proposals were fair and reasonable. Future task orders will be issued on either a firm-fixed-price or cost-plus-fixed-fee with ceiling compensation basis, depending on the needs and circumstances of the project.

Fiscal Impact

There is no fiscal impact outside the Board-adopted budget. The contract does not stipulate a value amount, as the work is task-order-based, subject to 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 the Board of Directors approve Resolution 05-2022, authorizing the Executive Director to execute three-year contracts with two one-year options with Bureau Veritas North America Inc., Gannett Fleming Inc., and Kimley-Horn and Associates Inc. for on-call engineering consulting services. Task orders will be awarded based on the most-qualified firm for each scope or work.

Attachment:

1. Resolution 05-2022

Approved: _____

RESOLUTION 05-2022

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

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

WHEREAS, the agency issued Request for Proposals (RFP) for On-Call Engineering Consulting Services RFP 2021-04; and

WHEREAS, LAVTA utilized the “Best Value” method for procurement, in conformance with applicable procurement guidelines, and the evaluation committee determined Bureau Veritas North America Inc., Gannett Fleming Inc., and Kimley-Horn and Associates Inc. as the most responsive and responsible proposers; and

WHEREAS, LAVTA intends to enter into contracts with Bureau Veritas North America Inc., Gannett Fleming Inc., and Kimley-Horn and Associates Inc. 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 February 7, 2022, 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 contracts with Bureau Veritas North America Inc., Gannett Fleming Inc., and Kimley-Horn and Associates Inc. for on-call engineering consulting services, for three years from the effective date of the contract, in a form approved by Legal Counsel; and

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

PASSED AND ADOPTED this 7th day of February 2022.

Karla Brown, Chair

Attest:

Michael Tree, Executive Director