



October 28, 2019

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer

Subject: Approval to Release Request for Proposals for On-Call Architectural and Engineering Design and Construction Support Services for Transit Facility Projects

Overview

The Orange County Transportation Authority has developed a request for proposals to initiate a competitive procurement process to retain on-call architectural and engineering design and construction support services for transit facility projects.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 9-1599 for the selection of on-call architectural and engineering design and construction support services for transit facility projects.
- B. Approve the release of Request for Proposals 9-1599 for on-call architectural and engineering design and construction support services for transit facility projects.

Discussion

The Orange County Transportation Authority (OCTA) owns, operates, and maintains five maintenance and operations bus bases, two park-and-ride facilities, and five transportation centers. The facilities are comprised of 56 buildings and structures totaling over 400,000 square feet. The structures are situated on approximately 89 acres of property throughout Orange County.

Architectural and engineering (A&E) design and construction support services for capital improvements, maintenance projects, facility modifications, and other projects as requested by OCTA, will be necessary to maintain OCTA's transit facilities in a state of good repair. Typical facility projects include repair and/or

installation of heating ventilation and air conditioning systems, parking lot asphalt and striping, bus fueling systems, and American Disability Act modifications.

The current bench was established in 2014 and is scheduled to expire November 30, 2020. The new on-call list of firms will replace the existing bench. Services under this on-call A&E agreement will be requested on an as-needed basis and authorized through the issuance of contract task orders (CTOs). Each CTO will include a site-specific statement of work to establish the project duration, document the agreed upon price, and provide any other information that may be required to perform the services.

Procurement Approach

OCTA's procurement policies and procedures require that the Board of Directors (Board) approve all requests for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weighting. Staff is submitting for Board approval the draft RFP and evaluation criteria and weights, which will be used to evaluate proposals received in response to the RFP.

From this solicitation, multiple firms will be selected to perform on-call work, and each firm's agreement will be for a three-year term and include one, two-year option term. Specific work assignments will be awarded as firm-fixed priced CTOs, and shall be awarded sequentially based upon each firm's final ranking established during the evaluation process.

The proposed evaluation criteria and weights are as follows:

- Qualifications of the Firm 35 percent
- Staffing and Project Organization 40 percent
- Work Plan 25 percent

In developing the criteria weights, several factors were considered. OCTA staff has assigned the greatest importance to staffing and project organization, as the qualifications of the project manager and task leaders are critical to successful completion of the individual CTOs. The next level of importance is given to the qualifications of the firm, since firms with a variety of design and project experience is advantageous. The firm's work plan has the lowest weight and will broadly evaluate the proposed project management approach and processes necessary for effective execution of the CTOs. As this is an A&E procurement, price is not an evaluation criterion pursuant to state and federal laws.

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The RFP will be released upon Board approval of these recommendations.

Fiscal Impact

Funding for this project is included in OCTA's Fiscal Year 2019-20 Budget, Capital Programs, Account 1722-7629-D3107-2BT, and will be funded through local transportation funds.

Summary

Board approval is requested to release RFP 9-1599 for professional services to provide on-call A&E design and construction support services for transit facility projects.

Attachment

- A. Draft Request for Proposals 9-1599, On-Call Architectural and Engineering Design and Construction Support Services for Transit Facility Projects

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