



November 6, 2023

To: Regional Transportation Planning Committee

From: Darrell E. Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell Johnson", is written over the "From:" line.

Subject: Agreements for Comprehensive Transportation Funding Programs Review Services

Overview

On July 5, 2023, the Orange County Transportation Authority released a request for proposals for comprehensive transportation funding programs review services on an as-needed basis. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to execute agreements for these services.

Recommendations

- A. Approve the selection of Transportation Engineering and Planning, Inc., and W.G. Zimmerman Engineering, Inc., as the firms to provide comprehensive transportation funding programs review services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-3-2707 between the Orange County Transportation Authority and Transportation Engineering and Planning, Inc., in the amount of \$474,000, for a three-year initial term with two, one-year option terms, to provide comprehensive transportation funding programs review services.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-3-2854 between the Orange County Transportation Authority and W.G. Zimmerman Engineering, Inc., in the amount of \$474,000, for a three-year initial term with two, one-year option terms, to provide comprehensive transportation funding programs review services.

Discussion

The Measure M2 (M2) Comprehensive Transportation Funding Programs (CTFP) is the mechanism which the Orange County Transportation Authority (OCTA) uses to administer funding for streets and roads (Project O), signal synchronization (Project P), transit (projects V and W), and water quality (Project X) improvements. These programs allocate M2 funding to CTFP eligible local jurisdictions through various calls for projects, which are subject to guidelines approved by the OCTA Board of Directors (Board).

The CTFP guidelines were reviewed and updated, as appropriate, with the Board's first approval on March 22, 2010, and the most recent update and approval in August 2023. These guidelines identify procedures and requirements that local jurisdictions must satisfy to apply for M2 funding and also define how local jurisdictions can seek reimbursement once grant funds are awarded by OCTA.

Each payment request for each grant undergoes an administrative review by OCTA's Local Programs section for documentation completeness, content accuracy, and adherence with the CTFP guidelines and the original grant application. Once OCTA staff determine that the administrative documentation is correct, the final payment request for each grant undergoes a technical review by a registered professional engineer who certifies eligibility and reasonableness of project expenditures and scope completion. OCTA utilizes consultant resources to perform this review, which includes verification of cost estimates, final design components, contract expenses, project or phase scopes, and other necessary project components and back-up documentation. Upon confirmation that the project has been implemented or constructed as committed to by the local jurisdiction, OCTA management final approval is obtained, and the final payment for the eligible balance of the grant is released to the jurisdiction. The project construction closeout is considered complete.

The Local Programs Department is responsible for administering the M2 CTFP. As of July 2023, there are 235 active CTFP project phases that will require engineering technical review before M2 funding is released to the agencies. Currently, Local Programs contracts with one on-call consultant to complete the technical review for all CTFP project phases involving engineering design, right-of-way (ROW), and construction work.

Given the growing complexity of final report submissions and as more projects transition from preliminary engineering to implementation phase, additional external technical support services are required from multiple consulting firms. The additional help will assist staff to complete the technical reviews in a timely manner, correspond with jurisdictions on the status of technical reviews, and

perform in-depth analysis for each project. It also provides an opportunity for checks and balances to ensure, when questioned, that decisions are agreed to by multiple engineers using the same criteria. Over 100 technical reviews are anticipated for final project reports alone in the next year, hence the need to contract with multiple consultants to ensure projects continue to be systematically reviewed and M2 payments are issued in a timely manner. Alternatively, OCTA would need to extend the turnaround times to process payment requests, which is neither ideal nor efficient and therefore not recommended.

Procurement Approach

The procurement was handled in accordance with OCTA's Board-approved procedures for professional and technical services. Various factors are considered in the award for professional and technical services. The award is recommended to firms offering the most comprehensive overall proposals considering such factors as prior experience with similar projects, staffing and project organization, work plan, as well as cost and price.

On July 5, 2023, Request for Proposals (RFP) 3-2707 was issued electronically on CAMM NET. The procurement was advertised in a newspaper of general circulation on July 5 and July 10, 2023. A pre-proposal conference was held on July 11, 2023, with two attendees representing two firms. Three addenda were issued to make available the pre-proposal conference registration sheets and presentation and address administrative matters.

On August 2, 2023, two proposals were received. An evaluation committee consisting of OCTA staff from Contracts Administration and Materials Management, Local Programs, Project Development, Highway Programs, and Facilities Engineering departments met to review all proposals received. The proposals were evaluated based on the following evaluation criteria and weightings:

- Qualifications of the Firm 20 percent
- Staffing and Project Organization 30 percent
- Work Plan 25 percent
- Cost and Price 25 percent

Several factors were considered in developing the evaluation criteria weightings. The qualifications of the firm were weighted at 20 percent to ensure the firms have experience reviewing various types of projects, payment requests, and supporting documentation. Staffing and project organization was weighted at 30 percent as the expertise, availability, and commitment of the assigned team proposed to do the work will greatly impact the review time and the ability of the

firms to identify and report any concerns within the limited time period. The work plan was weighted at 25 percent to ensure a clear approach and timeline for performing reviews of different types of funding sources, scopes of work, OCTA procedures/guidelines, and ROW acquisitions. Cost and price was weighted at 25 percent to ensure OCTA receives the best value for the services.

On August 16, 2023, the evaluation committee reviewed the proposals from the two firms listed below in alphabetical order based on the evaluation criteria:

Firm and Location

Transportation Engineering and Planning, Inc. (TEP)
Irvine, California

W.G. Zimmerman Engineering, Inc. (WGZE)
Huntington Beach, California

On August 24, 2023, the evaluation committee conducted interviews with both firms. The interviews consisted of a presentation by each firm to demonstrate the firms' understanding of OCTA's requirements. The firms' project managers and key team members had an opportunity to present each team's qualifications and respond to the evaluation committee's questions. Questions were related to the firm's understanding of the scope of work, relevant experience, and potential challenges, as well as quality assurance and quality control measures.

Based on evaluation of the written proposals, as well as information obtained from the interviews, the evaluation committee recommends TEP and WGZE for consideration of award. The following is a summary of the proposal evaluation results.

Qualifications of the Firm

WGZE was established in 1995 and has over 28 years of experience in transportation, traffic, civil engineering services, as well as project management and staff augmentation services. The firm is located in the City of Huntington Beach and has ten employees. The firm demonstrated relevant prior experience related to engineering and funding management services to agencies in Southern California, including OCTA in support of Measure M1 and M2, the Western Riverside Council of Government (WRCOG) in support of the Transportation Uniform Mitigation Fee (TUMF) program, and the City of Signal Hill for on-call traffic engineering services. The firm currently provides OCTA with consultant services for comprehensive transportation funding programs review services. During the interview, WGZE was able to expand on its knowledge of

the scope of work and relevant experience. The firm's references provided positive feedback.

TEP was established in 1994 and provides on-call transportation planning and engineering services to local government agencies. The firm is located in the City of Irvine and has four employees. The firm demonstrated relevant prior experience related to engineering and funding management to agencies including WRCOG in support of traffic mitigation fee administrative assistance, the City of Yorba Linda in support of transportation engineering services, and the City of Colton in support of transportation planning and engineering services. During the interview, TEP was able to expand on its knowledge of the scope of work and relevant experience. The firm's reference provided positive feedback.

Staffing and Project Organization

WGZE's proposed key personnel have extensive experience in conducting final report reviews in local and state funding programs, as well as a strong understanding of the CTFP Procedural Guidelines. The proposed project manager has over 33 years of traffic and civil engineering experience and is a California registered civil and traffic engineer with experience in support of Measure M2, TUMF, and various federal and state funding programs. The proposed staff are the same as those currently working for OCTA on reviews of M2 CTFP projects. The project team presented their roles in delivering the traffic and revenue (M2 and local matching funds) analysis, which demonstrated an understanding of the project requirements, as well as consistency with the firm's written proposal. During the interview, the firm expanded on staff roles and responsibilities.

TEP proposed key personnel with strong transportation experience including coordinating regional funding programs, as well as cost and grant applications for circulation projects. The proposed project manager has more than 45 years of experience in the transportation field, specializing in traffic engineering, with work on WRCOG's TUMF programs and congestion management program compliance for the cities of Colton, Grand Terrace, and Moreno Valley. The proposed staff demonstrated experience in traffic design and project cost estimation. During their interview, the firm further emphasized the support staff's related experience which includes over 20 years of experience in traffic infrastructure design projects and cost estimation.

Work Plan

WGZE proposed a detailed work plan that demonstrated a comprehensive understanding of the scope of work, specifically the final report review for local and state programs, engineering reporting reviews, and ROW acquisitions. The

firm also demonstrated a clear approach for completing the reporting and technical support services identified in the scope of work. The firm provided a relevant scope of work innovation for individualized workshops for agencies to gain guidance and insight on project specific CTFP guidelines, which will lead to a more timely and efficient review of final reports and quicker reimbursement while utilizing less OCTA resources. During the interview, WGZE provided detailed responses to the evaluation committee's questions related to potential challenges for completing the reporting and reviews.

TEP provided a clear work plan that demonstrated an understanding of scope of work objectives including the CTFP guidelines, project programs, and ROW acquisitions. The firm demonstrated an understanding of technical support and reporting and was able to elaborate on these processes during their interview. TEP also provided detailed responses to the evaluation committee's questions related to potential challenges for completing the reporting and reviews. Additionally, the firm elaborated on its process for producing key deliverables and ensuring quality assurance and quality control.

Cost and Price

Pricing scores were based on a formula which assigned the higher score to the firm with the lower total weighted average hourly rate and scored the other proposal's total weighted average hourly rate on its relation to the lower total weighted average hourly rate. Both firms' rates are deemed fair and reasonable as they are competitive with contracts for similar services.

Procurement Summary

Based on the evaluation of written proposals, the firms' qualifications and the information obtained from the interviews, the evaluation committee recommends the selection of TEP and WGZE to provide comprehensive transportation funding programs review services. TEP and WGZE delivered a thorough and comprehensive proposal and an interview that was responsive to all the requirements of the RFP.

Fiscal Impact

The project is included in OCTA's Fiscal Year 2023-24 Budget, Engineering Technical Review and Support, Account No. 0017-7519-TW001-ORL and Engineering Support Services, Account No. 0017-7519-TW001-TDV. There are two separate account numbers for this procurement to track expenses for multiple consultant contracts. Future year funding will be included in each year's operating budget.

Summary

Staff is recommending the Board of Directors authorize the Chief Executive Officer to negotiate and execute Agreement No. C-3-2707 between the Orange County Transportation Authority and Transportation Engineering and Planning, Inc., and Agreement No. C-3-2854 between the Orange County Transportation Authority and W.G. Zimmerman Engineering, Inc. in the amount of \$474,000 for each agreement, for a three-year initial term, with two, one-year option terms, to provide comprehensive transportation funding programs review services.

Attachments

- A. Review of Proposals, RFP 3-2707 Comprehensive Transportation Funding Programs Review Services
- B. Proposal Evaluation Criteria Matrix, RFP 3-2707 Comprehensive Transportation Funding Programs Review Services
- C. Contract History for the Past Two Years, RFP 3-2707 Comprehensive Transportation Funding Programs Review Services

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