



***December 9, 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 Right-of-Way Support Services for Capital Improvement Projects

***Overview***

The Orange County Transportation Authority has developed a request for proposals to initiate a competitive procurement process to retain an on-call consultant for right-of-way services for all future Capital Programs Division projects.

***Recommendations***

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 9-1613 for selection of consultant services for on-call right-of-way support services for capital improvement projects.
- B. Approve the release of Request for Proposals 9-1613 for on-call right-of-way support services for capital improvement projects.

***Discussion***

The Orange County Transportation Authority (OCTA) is seeking consultant services to provide right-of-way (ROW) and property management services necessary for public transportation projects involving roadways, highways, freeways, railroad corridors, commuter rail, transit services, land conservation for environmental mitigation, and OCTA-owned facilities.

The ROW services include ROW acquisition and negotiation, relocation assistance, utility coordination, title and escrow, environmental site assessment, and property management services.

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The current bench of three on-call consultants providing ROW services will expire on February 29, 2020. Staff anticipates the need for additional ROW services for future projects in the Capital Programs Division.

### ***Procurement Approach***

OCTA Board of Directors (Board)-approved procurement policies and procedures require that the Board approve all request for proposals (RFPs) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals in response to the RFP.

The contract will be awarded for a three-year initial term and two, one-year option terms.

The proposed evaluation criteria and weightings are as follows:

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

The evaluation criteria and weightings are consistent with those developed for similar professional services procurements. Several factors were considered in developing the criteria weightings. Staff assigned the greatest level of importance to the qualifications of the firm and staffing and project organization. The qualifications of the firm are important because a firm's experience in performing and managing a broad range of ROW functions is essential to the effective performance of services. Staffing and project organization are also important to ensure an adequate pool of qualified and certified staff across multiple functions are available to perform the services. The work plan criterion will be used to review the firm's understanding of the potential projects, and any anticipated challenges. Cost and price will be reviewed to ensure competitive hourly rates and that services are received at a fair and reasonable cost.

The budget for this project is \$3,500,000, for the initial three-year term.

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

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**Fiscal Impact**

Funding for this project is included in OCTA's Fiscal Year 2020-21 Budget, Capital Programs Division, Account 0017-7514-M0201-F17, and utilizes a combination of Federal Highway Administration, Federal Transit Administration, and Measure M2 funds.

***Summary***

Board approval is requested to release RFP 9-1613 for ROW services for all Capital Programs Division projects.

***Attachment***

- A. Draft Request for Proposals (RFP) 9-1613, On-Call Right-of-Way Support Services for Capital Improvement Projects

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