




**June 8, 2020**

**To:** Members of the Board of Directors 

**From:** Darrell E. Johnson, Chief Executive Officer

**Subject:** Approval to Release Request for Proposals for an Enterprise Asset Management System

### **Overview**

The Orange County Transportation Authority requires the services of a firm for the development, licenses, implementation, maintenance, and support of an enterprise asset management system. Staff has developed a draft request for proposals to initiate the competitive procurement process to select a firm to provide an enterprise asset management system. Staff is seeking Board of Directors' approval to release the request for proposals.

### **Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 0-2272 to select a firm to provide an enterprise asset management system.
- B. Approve the release of Request for Proposals 0-2272 to select a firm to provide an enterprise asset management system for a seven-year initial term with two, two-year option terms.

### **Discussion**

The Orange County Transportation Authority (OCTA) owns and maintains a variety of assets that are managed using an enterprise asset management (EAM) system called Ellipse. Some of the major assets managed in this system include five maintenance and operating bases, one park and ride facility, and six multi-modal transportation centers totaling 56 buildings and structures. Eight streetcars and one central communications facility will be added in the near future. Rolling stock assets include 777 revenue vehicles and 151 non-revenue vehicles. OCTA has utilized the Ellipse system since 2007 to manage these assets and it is primarily used by the Maintenance department and Contracts Administration and Materials Management to support work management,

maintenance and repair of rolling stock and facilities, materials and inventory management, warranty management, inventory replenishment, and defect tracking, as well as procurement and integration with financial processes.

The Ellipse system lacks functionality required by OCTA to properly manage asset activities. In July 2016, the Federal Transit Administration published the Transit Asset Management (TAM) Final Rule [49 CFR 625] requiring greater oversight and reporting of the state of good repair of capital assets. Coinciding with the TAM Final Rule, there are new requirements for National Transit Database Annual Reporting, as well. These reporting functions are unavailable in the Ellipse system and are completed manually outside the system. The Ellipse system also lacks the functionality to capture the true cost of ownership of rolling stock. A greater level of cost detail is required in order to strategically implement lean maintenance efforts. Furthermore, upgrades to the Ellipse system have not resulted in a product that can meet OCTA's asset management requirements, thus, staff is concerned about the long-term cost and viability of the Ellipse system.

Staff released a request for information (RFI) in December 2019 for firms to provide information regarding their currently available products or customized solutions in order to meet OCTA's asset management requirements. Eight responses were received to the RFI and based on a review of these alternative EAM systems, staff is recommending a replacement of its current Ellipse system to meet its current and future asset management needs. A new EAM system can provide the functionality needed for OCTA to meet yearly reporting requirements without additional manual processes and identify the total cost of ownership and maintenance. A new EAM system can also provide analytics for predictive maintenance to ensure OCTA has more accurate forecasting data, such as asset condition scoring readily accessible by management for improved decision making and regulatory reporting. Furthermore, staff is seeking a new EAM system that will improve operational effectiveness and efficiency in the management of assets, inventory, operations and maintenance.

### ***Procurement Approach***

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

The recommended evaluation criteria and weightings are as follows:

•	Qualifications of the Firm	25 percent
•	Staffing and Project Organization	20 percent
•	Work Plan	35 percent
•	Cost and Price	20 percent

Qualifications of the firm is weighted at 25 percent to ensure the firm has prior experience with the development, implementation, maintenance, and support of an EAM system as outlined in the scope for work. Staffing and project organization is weighted at 20 percent to ensure the firm's staff have the requisite expertise for completing the project of similar size. Work plan is weighted the highest at 35 percent to ensure the firm's approach and EAM system meet OCTA's asset management requirements. Cost and price are weighted at 20 percent to ensure OCTA receives value for the services provided.

The contract for this procurement will be for an initial term of seven years, with two, two-year option terms.

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

#### **Fiscal Impact**

The costs associated with this project was included in OCTA's Fiscal Year 2020-21 Approved Budget, Finance and Administration Division, accounts 1285-9028-A5359-OR5 and 1285-7519-A5359-1FI.

#### **Summary**

Board approval is requested to approve the release of RFP 0-2272 to select a firm to provide an EAM system, as well as approve the proposed evaluation criteria and weights.

***Attachment***

- A. Draft Request for Proposals (RFP) 0-2272 Enterprise Asset Management System

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**Approved by:**



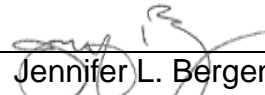
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