



October 14, 2020

To: Finance and Administration Committee
From: Darrell E. Johnson, Chief Executive Officer
Subject: First Quarter Fiscal Year 2020-21 Procurement Status Report

Overview

The first quarter procurement status report summarizes the procurement activities for information purposes to the Orange County Transportation Authority Board of Directors. This report focuses on procurement activity from July 1 through September 30, 2020, that was approved by the Board of Directors during this period. The first quarter procurement status report also projects future procurement activity for the second quarter as identified in the fiscal year 2020-21 budget.

Recommendation

Receive and file as an information item.

Background

The Board of Directors (Board) approved the Orange County Transportation Authority (OCTA) Fiscal Year (FY) 2020-21 Budget on June 8, 2020, which identifies the goods and services that will be purchased during the FY. A quarterly procurement report has been prepared detailing the procurement activity for line items that were approved by the Board during the first quarter of FY 2020-21. The report also provides a “look-ahead” of upcoming procurement activity by Board committee. The quarterly procurement report identifies contractual activity, not dollars spent.

Discussion

During the first quarter of FY 2020-21, the Contracts Administration and Materials Management Department handled 467 different contractual documents. Of the total, 301 procurements, valued at \$202,500,787, were

completed; the remaining procurements will be executed during the second quarter of FY 2020-21.

In the first quarter, the Board acted on 37 procurements. The procurements were split between ten new agreements valued at \$26,494,579, nine amendments valued at \$24,546,081, two construction change orders valued at \$695,717, eight cooperative agreements valued at \$11,751,447, one amendment to cooperative agreements valued at \$2,354,802, four purchase order amendments valued at \$449,261, and three option-term amendments valued at \$4,279,773. Not all procurements are completed within the quarter in which they begin. Often, the procurements require cost and price reviews, and negotiations which can lengthen the procurement process, resulting in the procurement spanning two quarters. Procurements not completed within the first quarter will be completed in the second quarter of FY 2020-21. Attachment A shows a list of Board-approved procurements during the first quarter.

Looking forward to the second quarter of FY 2020-21 (October through December 2020), the Board committees will be asked to take action on several items such as:

- Consultant selection for public communications and community outreach services for the State Route 55 (SR-55) Improvement Project;
- Consultant selection for roadway operations and maintenance for the 91 Express Lanes;
- Consultant selection for the preparation of plans, specifications, and estimate for the Interstate 5 Widening Project between Yale Avenue and SR-55;
- Consultant selection for the enterprise asset management solution; and
- Consultant selection for traffic and intelligent transportation systems engineering services for the Warner Avenue Regional Traffic Signal Synchronization Program.

The estimated value of these upcoming procurements is \$236,273,371. Attachments B through F identify procurement activity anticipated in the second quarter of FY 2020-21 by the committee that will review the items.

Summary

This report provides an update of the procurement activity for the first quarter of FY 2020-21, July through September 2020, as well as a look-ahead at anticipated procurement activity for the second quarter of FY 2020-21. Staff recommends that this report be received and filed as an information item.

Attachments

- A. Board-Approved Contracts – First Quarter Fiscal Year 2020-2021
- B. Regional Planning and Highways Committee – Second Quarter Outlook (October 1, 2020 – December 31, 2020)
- C. Transit Committee – Second Quarter Outlook (October 1, 2020 – December 31, 2020)
- D. Finance and Administration Committee – Second Quarter Outlook (October 1, 2020 – December 31, 2020)
- E. Legislative and Communications Committee – Second Quarter Outlook (October 1, 2020 – December 31, 2020)
- F. Executive Committee – Second Quarter Outlook (October 1, 2020 – December 31, 2020)

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