

**Metro**Los Angeles County
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metro.net**PLANNING & PROGRAMMING COMMITTEE
NOVEMBER 20, 2013****SUBJECT: HIGHWAY PROGRAM PROJECT MANAGEMENT AND QUALITY
ASSURANCE/CONTROL SUPPORT SERVICES****ACTION: AWARD CONTRACT****RECOMMENDATION**

Award a Labor-Hour, Task Order Contract No. PS4730-3070 with CH2M Hill, Inc. for a three-year period with two one-year options for Los Angeles County on-call project management and quality assurance/control support services for an amount not-to-exceed \$10 Million.

ISSUE

The Highway Program requires assistance with professional services to support the various phases of the highway planning and development process (e.g. planning, research/data collection, design, environmental assessments, public outreach, project management, and surveying). The majority of the task order assignments that may be issued under this contract are small/mid-scale tasks that will require specialized services that must be initiated and completed in a relatively short period of time. The Highway Program Project Management and Quality Assurance/Control Support Services Contract will allow quick mobilization of the needed technical expertise and completion of work in a shorter amount of time, allowing highway projects to stay on schedule and within budget.

DISCUSSION

Metro's Highway Program has a number of short, mid-term and long-term highway improvement studies and procurements in various stages of project delivery. This includes both Measure R Highway projects and existing non-Measure R Highway Program projects for which funding has been allocated for implementation. More than \$7.8 billion Measure R funds have been earmarked for investments in Metro's Highway Program.

To ensure timely delivery of Measure R highway projects, Metro, as a pilot program, competitively procured and issued four separate on-call contracts for project management and quality control support services to service four geographical areas

and the associated transportation improvement work. These four contracts have been very successful in providing assistance with the completion of small highway projects and the quick turn-around of small-scale tasks in support of major highway projects. These on-call contracts assisted Metro in ensuring that high-priority projects stayed on schedule and, at the same time, allowed Metro staff to devote more time on more urgent projects.

To date, one of the four on-call contracts has exhausted the funding and will no longer be available for additional work. We anticipate that funding on the remaining three on-call contracts will be exhausted by the end of 2013.

The new on-call contract will provide needed technical support to the Highway Program in the following areas: (1) Planning Deliverables, (2) Research/Data Collection, (3) Design Deliverables, (4) Project Approval and Document (PA&ED), (5) Project Plans, Specifications, and Cost Estimates (PS&E), (6) Project Right of Way, (7) Miscellaneous Activities (including but not limited to PS&E solicitations, Alternative Delivery, Intelligent Transportation System Projects, (8) Construction Management Deliverables, and (9) General Program/Project Management.

DETERMINATION OF SAFETY IMPACT

The approval of this procurement will not have any impact on the safety of Metro's patrons or employees.

FINANCIAL IMPACT

Impact to Budget

Funding for this contract is from the Measure R Administration funds (Project No. 100055, Task No. 01.01) in the FY 14 budget (Cost Center 4730 in Account 50316) and Prop C 25% Administration funds (Project No. 405522, Task No. 01) in FY 14 budget (Cost Center 4730 in Account 50316).

Since this is a multi-year contract, the cost center manager and the Executive Director, Highway Program will be responsible for budgeting the costs in future years, including any option exercised.

ALTERNATIVES CONSIDERED

Two alternatives were considered:

1. Utilizing current Metro staff to perform the work. This alternative is not recommended because existing staff may not have the required expertise to perform the work. Increasing existing staff's workload will, in the long run, decrease productivity, employee morale, motivation, endurance, and retention.

2. Hiring of full-time personnel. This alternative is not recommended because an on-call contract is better suited to meet temporary staffing requirements for specialized technical knowledge and expertise, and to cover temporary peaks in workload.

NEXT STEPS

Upon Board approval, staff will issue the Notice to Proceed.

ATTACHMENT

A. Procurement Summary

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**PROCUREMENT SUMMARY
HIGHWAY PROGRAM PROJECT MANAGEMENT AND
QUALITY ASSURANCE/CONTROL SUPPORT SERVICES**

1.	Contract Number: PS4730-3070	
2.	Recommended Vendor: CH2M Hill, Inc.	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: May 28, 2013	
	B. Advertised/Publicized: May 28, 2013	
	C. Pre-proposal/Pre-Bid Conference: June 5, 2013	
	D. Proposals/Bids Due: July 9, 2013	
	E. Pre-Qualification Completed: August 28, 2013	
	F. Conflict of Interest Form Submitted to Ethics: July 11, 2013	
	G. Protest Period End Date: December 3, 2013	
5.	Solicitations Picked up/Downloaded: 152	Bids/Proposals Received: 8
6.	Contract Administrator: Aielyn Dumaua	Telephone Number: (213) 922-7320
7.	Project Manager: Benkin Jong	Telephone Number: (213) 922-3053

A. Procurement Background

This Board action is for the approval of an Architectural and Engineering (A&E), qualifications-based contract award to CH2M Hill, Inc. for project management and quality assurance/control support services for the delivery of Metro's Highway Program projects in Los Angeles County.

The RFP was issued in accordance with Metro's Acquisition Policy & Procedure and the contract type is Labor-Hour. Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on June 13, 2013, revised the Submittal Requirements, provided electronic copies of the Plan-Holder's list, sign-in sheets and meeting minutes of the Pre-Proposal Conference.
- Amendment No. 2, issued on June 26, 2013, provided clarification in filling out the SBE forms and revised Volume III- Cost Proposal instructions and the Rate Sheet.

A pre-proposal conference was held on June 5, 2013 and was attended by 51 participants. Twenty-seven questions were asked and responses were released prior to the proposal due date. Eight proposals were received by the due date, July 9, 2013.

B. Evaluation of Proposals/Bids

Eight proposers responded to this solicitation. A Source Selection Committee (Committee) consisting of staff from Metro's Highway Program and Caltrans was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

- Experience & Capabilities of the Firms on the Contractor's Team 30%
- Management Plan and Controls 40%
- Degree of Skills and Experience of Personnel on the Team 30%

The evaluation criteria are appropriate and consistent with criteria developed for similar on-call project management and quality assurance/control support services. Several factors were considered when developing these weights, giving the greatest importance to the experience and skills of the firms of the team, and the management plan.

This is an A & E qualification-based procurement. Price cannot be used as an evaluation factor pursuant to state and federal law.

Of the eight proposals received, seven firms were determined to be within the competitive range. One firm was determined to be outside the competitive range and was not included for further consideration. The seven firms are listed below in alphabetical order:

1. Athalye Consulting Engineering Services, Inc.
2. CH2M Hill, Inc.
3. Engineering Solutions Services, Inc.
4. IDC Consulting Engineers, Inc.
5. Parsons Transportation Group, Inc.
6. Parsons Brinckerhoff, Inc.
7. TranSystems Corporation

A pre-evaluation meeting was held July 10, 2013 to discuss the source selection plan, review the pre-established evaluation criteria, required Committee members to fill-out and sign the confidentiality and conflict of interest forms, and distribute proposals.

During the weeks of July 10, 2013 through July 22, 2013, the Committee evaluated the technical proposals. The Committee met on July 24, 2013 to determine the competitive range. Proposers in the competitive range were invited to make oral presentations. Oral presentations were held on July 29 and 30, 2013. The project

manager and key team members of each firm presented their team's qualifications, experience with required tasks, and responded to the evaluation committee's questions. The final scoring, after the oral presentations, for the top ranked team is as follows:

	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
1.	CH2M Hill, Inc.				
2.	Experience & Capabilities of the Firms on the Contractor's Team	88.00	30.00%	26.40	
3.	Management Plan and Controls	88.25	40.00%	35.30	
4.	Degree of Skills and Experience of Personnel on the Team	88.53	30.00%	26.56	
5.	Total		100.00%	88.26	1

CH2M Hill, Inc.

CH2M Hill, Inc. (CH2) has extensive experience in all phases of the highway planning and the project development process. The firm has planned, designed and constructed numerous highway projects including some of the most complex, high-priority transportation projects in Southern California for Metro, Caltrans, City of Los Angeles, Orange County Transportation Authority and local counties and municipalities. The evaluation team determined that CH2 presented strong credentials across the tasks requested in the RFP, including that of the proposed project manager who has provided quality assurance/quality control review on numerous major transportation corridor and interchange improvement projects.

The proposed CH2 team has a readily accessible pool of personnel resources, trained in a variety of disciplines that have full life-cycle transportation experience and expertise. In addition, the proposed Project Manager has 33 years of experience in designing and managing highway projects, including interchange improvements, highway realignment, rehabilitation, grade separation, and widening projects from preliminary engineering to final design and support during construction. CH2's strengths were in their proposed management plan, strong key personnel, project delivery techniques, and clear understanding of the scope of work. CH2 has worked with Metro and has performed satisfactorily.

C. Cost/Price Analysis

The recommended fully burdened rates for the labor classifications required for this contract have been determined to be fair and reasonable based upon MASD audit findings, cost analysis, technical evaluation, fact finding, and negotiations.

Work for this contract will be authorized through the issuance of separate task orders. Each future task order will contain a specific Statement of Work which will be sent to the Contractor. The Contractor will propose according to the requirements in the task order and a Cost/Price analysis will be performed, as appropriate, on task orders issued.

D. Background on Recommended Contractor

The recommended firm CH2M Hill, Inc., headquartered in Colorado with 28,000 employees and a local office in Los Angeles, is a global leader in engineering, procurement, and construction, operations and management for government, civil, industrial, and energy clients. CH2 has been providing professional services to private and public agencies since 1946. The firm has experience with highway projects which include the State Route 710 North Study Alternatives Analyses, Project Report and Environmental Documentation, I-710 South Soundwalls and I-170 and I-405 Soundwalls Package 11, Caltrans District 7 Project Development On-Call Contracts, Riverside County's State Route 79 Realignment Project Report and Environmental Documentation, and Program Management for City of Los Angeles 6th Street Viaduct Replacement.

CH2 assembled a highly qualified team with expertise in transportation planning, design, construction, financing, traffic, operations and management. The CH2 team mapped out a proven project delivery approach to handle multiple tasks concurrently.

E. Small Business Participation

The Diversity and Economic Opportunity Department (DEOD) established a 30% Small Business Enterprise (SBE) goal for this solicitation. CH2M Hill, Inc. made a 31% SBE commitment.

SMALL BUSINESS GOAL	SBE 30%	SMALL BUSINESS COMMITMENT	SBE 31%
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	SBE Subcontractors	% Committed
1.	Arellano Associates	2.0%
2.	AFSHA Consulting, Inc.	1.0%
3.	Barrio Planners, Inc.	3.0%
4.	Epic Land Solutions, Inc.	4.0%

	SBE Subcontractors	% Committed
5.	Galvin Preservation Associates, Inc.	5.0%
6.	JM Diaz, Inc.	7.0%
7.	MARRS Services, Inc.	7.0%
8.	Wagner Engineering & Survey, Inc.	2.0%
	Total Commitment	31.0%

F. All Subcontractors Included with Recommended Contractor's Proposal

	Subcontractor	Services Provided
1.	Arellano Associates	Public Outreach
2.	AFSHA Consulting, Inc.	Freight Movement
3.	Barrio Planners, Inc.	Urban Design
4.	Critigen, LLC	GIS
5.	Epic Land Solutions, Inc.	Right-of-Way
6.	Galvin Preservation Associates, Inc.	Environmental Services
7.	JM Diaz, Inc.	Design and Engineering
8.	MARRS Services, Inc.	Construction Management
9.	Wagner Engineering & Survey, Inc.	Survey and Mapping

