

**Metropolitan Transportation Commission**  
**Administration Committee**

**February 8, 2023**

**Agenda Item 2b**

**Purchase Order Contract - Continuity of Operations Plan (COOP) Risk and Gap Analysis,  
Update and Training: AECOM Technical Services, Inc. (\$325,000)**

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**Subject:**

Approval of a Purchase Order (PO) contract with AECOM Technical Services, Inc. (AECOM) to provide MTC Continuity of Operations Plan (COOP) risk and gap analysis, update, and training, in an amount not to exceed \$325,000, for the term of February 15, 2023, through June 30, 2024.

**Background:**

In 2017 MTC adopted an agency specific COOP. The objective of the MTC COOP is to direct and guide appropriate actions to ensure that the capability exists for MTC to continue essential business functions and activities, and to achieve an orderly recovery from emergency situations across a wide range of potential emergencies or threats. In 2022, the MTC COOP was updated to reflect minor updates to essential and non-essential functions, appendices, and annexes.

To keep content of the MTC COOP current and incorporate lessons learned during the pandemic staff determined that a full MTC COOP risk and gap analysis, update and staff training are necessary.

**Procurement Process:**

In October 2022, MTC issued a Solicitation of Proposals (SOP) for MTC COOP Risk and Gap Analysis, Update and Training. The SOP was sent via email to 4 firms that provide such services and are listed on a Group Purchasing Organization (GPO), a collaborative intergovernmental procurement vehicle, which satisfies MTC's competitive procurement requirements. No firms responded to that SOP. In November 2022, MTC reissued the SOP and provided a longer response period. Notification of the reissued SOP was also sent via email to the 4 firms on a GPO for these services. AECOM submitted a proposal. A panel of MTC staff from Facilities and Contract Services, Technology Services, and Field Operations and Asset Management evaluated the proposal submitted by AECOM. The panel recommends awarding the PO contract for these services to AECOM based on the following evaluation criteria:

1. Qualifications and experience of the team and assigned Project Manager
2. Approach to completing the project
3. Competitive and reasonable cost proposals, clearly stating work included and the costs for any additional expenses that might be incurred
4. References

The AECOM team has extensive qualification, experience and references for similar projects at governmental agencies within California, including prior work with MTC and Caltrans. Their rates are competitive and reasonable based on other similar contracts for these types of services. The project team's knowledge of and prior work at MTC will allow them to provide a thorough and comprehensive risk and gap analysis, training, and updated COOP.

AECOM is neither a Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE).

**Issues:**

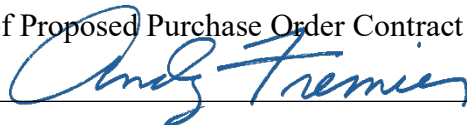
None identified.

**Recommendations:**

Staff recommends that the Committee authorize the Executive Director or designated representative to negotiate and enter a PO contract with AECOM for MTC (COOP) risk and gap analysis, update, and training, in an amount not to exceed \$325,000 for the term of February 15, 2023, through June 30, 2024.

**Attachments:**

- Request for Committee Approval: Summary of Proposed Purchase Order Contract

  
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Andrew B. Fremier

## Request for Committee Approval

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### Summary of Proposed Purchase Order Contract

Work Item No.: 1153

Consultant: AECOM Technical Services, Inc. (AECOM)  
Oakland, CA

Work Project Title: MTC Continuity of Operations Plan (COOP) risk and gap analysis, update, and training.

Purpose of Project: To update and provide training on the MTC COOP.

Brief Scope of Work: Perform a risk and gap analysis of the MTC COOP, provide an updated MTC COOP and staff training.

Project Cost Not to Exceed: \$325,000

Funding Source: Contractual and Professional Services Budget

Fiscal Impact: Funds included in the FY 2022-23 MTC budget.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a Purchase Order (PO) contract with AECOM for MTC Continuity of Operations Plan (COOP) risk and gap analysis, update, and training as described above, and in the Executive Director's memorandum dated February 8, 2023, and the Chief Financial Officer is directed to set aside funds in an amount not to exceed \$325,000 for such PO contract.

Administration Committee:

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Federal D. Glover, Chair

Approved: February 8, 2023