



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: April 5, 2017

FR: Executive Director

W.I. 1161, 1112, 1212

RE: Consultant Panel – On-Call Website Operations, Maintenance and Improvement Services: Exygy Inc., Visual Strategies, Symmetrical Designs, MIG Inc. and Civic Resource Group International Inc.

This memorandum requests approval of a pre-qualified panel of consultants to provide On-Call Website Operations, Maintenance and Improvement Services to support MTC's websites, including but not limited to the MTC main website (mtc.ca.gov), Vital Signs, Plan Bay Area, and Bay Bridge Info websites, for a three-year period ending June 30, 2019, with an option to extend for an additional two-year period. The recommended firms and proposed service categories are listed on Attachment 1.

Procurement Process

On November 10, 2016, MTC issued a Request for Qualifications (RFQ) for On-Call Website Operations, Maintenance and Improvement Services. The RFQ contained two service categories, or areas of expertise, in which firms were invited to submit qualifications:

1. Website operations, technical support and maintenance services; and
2. Website design, development and enhancement services.

Proposers were invited to submit for either or both service categories.

By December 20, 2016, nine Statements of Qualifications (SOQs) were received. Each SOQ was reviewed against the Minimum Qualifications (MQs). All nine firms that submitted SOQs were determined to meet the MQs and were then evaluated by a panel comprised of MTC staff (the "Evaluation Panel").

The Evaluation Panel reviewed each SOQ against the evaluation criteria specified in the RFQ, as listed below in descending order of importance.

- | | |
|--|--------------|
| 1. Experience and Qualifications of Firms and Proposed Staff | (40%) |
| 2. Cost Effectiveness | (40%) |
| 3. Depth of Staff Resources | (10%) |
| 4. Written Communication | <u>(10%)</u> |
| | (100%) |

Each criterion was scored with a total possible score of 100.

Based on the results of the evaluation, the Evaluation Panel recommended that five (5) of the nine firms be on the bench for their respective service categories, as summarized in Attachment 1 to this memorandum. The 5 firms are: Exygy Inc., Visual Strategies, Symmetrical Designs, MIG Inc. and Civic Resource Group International Inc. All selected firms demonstrated strong project management skills, identified qualified key staff with relevant project experience, and demonstrated an expertise in one or more of the website-related consulting services described in the service categories for which they were selected.

Four firms are not being recommended for the consultant panel, as their overall experience, as well as their proposed staff's experience, were not sufficient for the services being sought under this procurement. These four firms are:

- Clarity Partners
- OPSTASY
- Ameex Technologies Organisation
- 3S Global Business Solutions

Award of a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC's procurement procedures.

Attachment 2 includes a summary of the recommended firms and their small business enterprise and disadvantaged business enterprise status.

Recommendation

Staff recommends that the Administration Committee approve the pre-qualified consultant panel identified in Attachment 1 to provide on-call website operations, maintenance and improvement services to MTC on an as-needed basis, for a period extending through June 30, 2019, with an option on the part of MTC to extend through June 30, 2021. The total amount included for this program in the proposed FY 2016–19 budgets is \$1,065,000. The contract value for the work awarded is not anticipated to exceed two hundred seventy-five thousand dollars (\$275,000) in Fiscal Year (FY) 2016–17 and three hundred ninety-five thousand dollars (\$395,000) per fiscal year for FY 2017–18 and FY 2018–19, subject to the annual budgetary approval process. Additional funds may become available for future fiscal years subject to the annual budget approval process. Staff will return to the Administration Committee for authorization of any contracts exceeding the Executive Director's signature authority.

SH: gm

Attachment:

- Attachment 1: On-Call Website Operations, Maintenance and Improvement Services - List of Firms and Service Categories
- Attachment 2: Disadvantaged Business Enterprise and Small Business Enterprise Status



Steve Heminger

Attachment 1
On-Call Website Operations, Maintenance and Improvement Services

List of Firms and Service Categories

		<i>Service Categories</i>	
No.	Firm Name	Website Operations, Technical Support and Maintenance	Website Design, Development and Enhancement
1	Exygy Inc.	X	X
2	Visual Strategies	X	X
3	Symmetrical Designs	X	
4	MIG Inc.		X
5	Civic Resource Group International Inc.	X	X

Attachment 2
Disadvantaged Business Enterprise and Small Business Enterprise Status

				DBE*			SBE**	
	Firm Name	Role on Project	No	Yes	If Yes, List #	No	Yes	If Yes, List #
Prime Consultant	Exygy Inc.	RFQ - TBD	X				X	2001043
Prime Consultant	Visual Strategies	RFQ - TBD	X				X	2003308
Prime Consultant	Symmetrical Designs	RFQ - TBD	X			X		
Prime Consultant	MIG Inc.	RFQ - TBD	X			X		
Prime Consultant	Civic Resource Group International Inc.	RFQ - TBD	X				X	1794963

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Consultant Panel

Work Item No.:	1161, 1112, 1212
Contractors:	Exygy Inc. Visual Strategies Symmetrical Designs MIG Inc. Civic Resource Group International Inc.
Work Project Title:	On-Call Website Operations, Maintenance and Improvement Services
Purpose of Project:	Provide critical operations, maintenance, site improvements and updates for MTC websites.
Brief Scope of Work:	Provide On-Call Website Operations, Maintenance and Improvement Services to support MTC's websites, including but not limited to MTC main website (mtc.ca.gov), Vital Signs, Plan Bay Area, and Bay Bridge Info websites.
Project Cost Not to Exceed:	Individual contracts TBD.
Funding Source:	Varies
Fiscal Impact:	No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.
Motion by Committee:	That the above-referenced consultants be pre-qualified to enter into contracts with MTC to provide on-call website operations, maintenance and improvement services on an as-needed basis through June 30, 2019, as described above and in the Executive Director's memorandum dated April 5, 2017, with an option to extend contracts for an additional two years, subject to applicable contract approval procedures and necessary budget approvals.
Administration Committee:	
	<hr/> Federal D. Glover, Chair
Approved:	Date: April 12, 2017